Monitoring and Evaluating Municipal/City Plans and Programs for Coastal Resource Management

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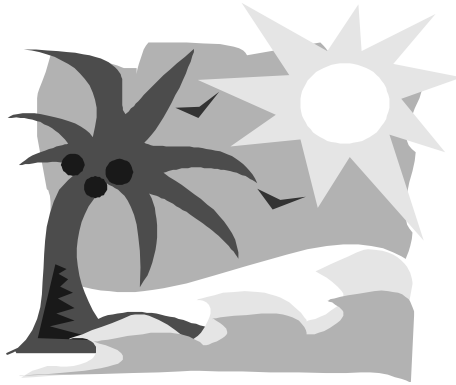
Department of Environment and Natural F

Coastal and Marine Management O

and

Monitoring and Evaluating Municipal/City Plans and Programs
for Coastal Resource Management

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List of Acronyms

AO	-	assisting organization
BFAR	-	Bureau of Fisheries and Aquatic Resources
CENRO	-	City Environment and Natural Resources Office
CLEU	-	coastal law enforcement unit
CMMD	-	Coastal and Marine Management Division
CMMO	-	Coastal and Marine Management Office
CMMS	-	Coastal and Marine Management Section
CRMP	-	Coastal Resource Management Project
DENR	-	Department of Environment and Natural Resources
DILG	-	Department of the Interior and Local Government
ENRO	-	Environment and Natural Resources Office
IEC	-	Information, education, and communication
LGOO	-	Local Government Operations Office
LGU	-	local government unit
MAO	-	Municipal Agriculture Office
M/CFARMC	-	Municipal/City Fisheries and Aquatic Resource Management Council
M&E	-	monitoring and evaluation
M/CAO	-	Municipal/City Agriculture Office
M/CBO	-	Municipal/City Budget Office
MCD	-	Municipal Coastal Database
M/CEO	-	Municipal/City Engineering Office
M/CHO	-	Municipal/City Health Office
M/CPDC	-	Municipal/City Planning Development Council
M/CPDO	-	Municipal/City Planning Development Office
M/CFARMC	-	Municipal/City Fisheries and Aquatic Resource Management Council
M/CSWDO	-	Municipal/City Social Welfare Department Office
M/CTO	-	Municipal/City Treasurer's Office
MOA	-	memorandum of agreement
MPA	-	marine protected area
NAMRIA	-	National Mapping and Resource Information Authority
NGA	-	national government agency
NGO	-	nongovernment organization
PCD	-	Provincial Coastal Database
PCRA	-	participatory coastal resource assessment
PCRMC	-	Provincial Coastal Resource Management Certification
PO	-	people's organization
RCD	-	Regional Coastal Database
RCRMC	-	Regional Coastal Resource Management Certification
SB/SP	-	Sangguniang Bayan/Sangguniang Panlungsod
TWG	-	Technical Working Group

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Acknowledgments

This publication represents the composite work and inputs of many individuals and organizations, including local government units, nongovernment organizations, academic institutions, and national government agencies. The authors and editors are:

Foreword

Global fish catch estimates show a downward trend, declining by about 360,000 tonnes every year since 1988. This is a result of the degradation of coastal areas, from detrimental human activity and overexploitation of resources in the Philippines, where more than 50 percent of the population depends on fish for dietary protein, there has also been a significant drop in the fish catch. Fishers who caught 20 kilograms per fishing trip 30 years ago are now catching less than 2 kilograms per trip.
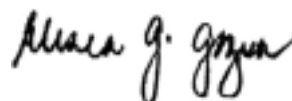
Philippine mangrove areas, nursery grounds for many marine and brackish water fish and shellfish species, have declined from 450,000 hectares in the 1920s to about 120,000 hectares today. Coral reefs have suffered a similar decline that contributes to a decreasing natural production of coastal marine resources.

These figures point to an ever increasing threat, that of national food instability and increasing malnutrition, especially among the less privileged. There is a tremendous need in the country for each coastal municipality and city to initiate and implement a coastal resource management program. This is a pre-requisite to stabilize the condition and productivity of our fisheries and valuable coastal habitats.

This manual, **Monitoring and Evaluating Municipal/City Plans and Programs for Coastal Resource Management**, will guide local government units in effectively managing our coastal and marine resources. Coastal resource planners and managers, using this manual, will be able to effectively monitor, evaluate and improve their coastal management program. This will provide greater stability to over one million municipal fishers and their families.

The Department of Environment and Natural Resources, through its Coastal and Marine Management Office and its Coastal Resource Management Project, wishes to thank our partners — the Department of Agriculture's Bureau of Fisheries and Aquatic Resources, other government agencies, non-government organizations and members of the academe — for their valuable contributions to this manual.

Let us work together for the sustainable management of our coastal and marine resources.

ELISEA G. GOZUN
Secretary
Department of Environment
and Natural Resources
Philippines

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About This Manual

With the passage of the Local Government Code of 1991 and the 1998 Fisheries Code, the primary mandate to manage coastal resources has been devolved to the local government unit (LGU). Coastal municipal and city LGUs now have jurisdiction over coastal resources and municipal waters, and the responsibility for delivering coastal resource management (CRM) as a basic service to local communities.

The Coastal Resource Management Project (CRMP) of the Department of Environment and Natural Resources (DENR) funded by the United States Agency for International Development (USAID) was started in 1996 to help build LGU capacities in CRM. Key to the achievement of its objectives was to define the activities and tasks for which LGUs must be equipped. Toward this end, CRMP adapted a CRM process that has proven effective in its project sites, and which application is beginning to spread nationwide. This process consists of five phases, as illustrated in the following simplified diagram of a five-phase CRM process adapted for Philippine local government (a detailed version is shown in Figure 1.1 in Part I).
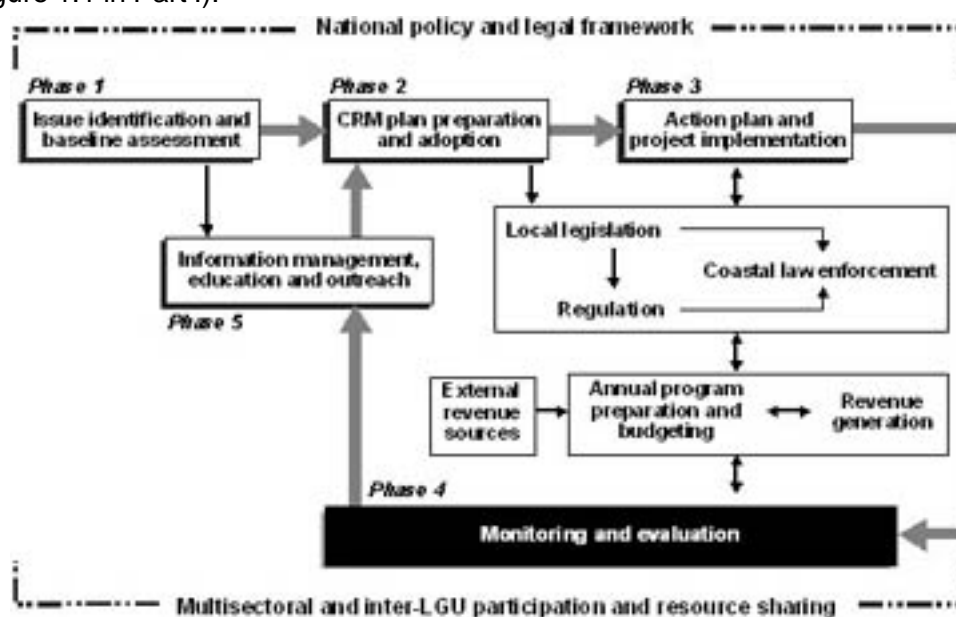
This three-part manual serves as guide to undertaking phase 4: monitoring and evaluation (M&E). It provides instructions on how an LGU can monitor and evaluate the implementation of its CRM plans and programs and their impacts on coastal resources; prepare reports; and use results for CRM planning. It also describes a CRM certification system to benchmark LGU performance in CRM for prioritizing investments of local and national government and foreign funding institutions.

Need general information on monitoring and evaluating municipal/city plans and programs for CRM and CRM certification?
Primary users: municipal/city CRM technical working groups (TWGs), provincial TWGs, and regional CRM certification committee

⇨ Part I: Overview (p. 1-14)

Need instructions on how to monitor and evaluate municipal/city plans and programs for CRM?
Primary users: municipal/city CRM TWGs

⇨ Part II: Guide to Monitoring and Evaluation of Municipal/City Plans and Programs for CRM (p. 15-19)

Need instructions on how to conduct CRM certification?
Primary users: provincial TWGs, regional CRM certification committee

⇨ Part III: Guide to CRM Certification (p. 21-26)

PART I

OVERVIEW

(For Use as Reference by Municipal/City Technical Working Groups,
Provincial CRM Certification Technical Working Groups,
and Regional CRM Certification Committees)

Local government units (LGU) represent the frontline stewards and last safety net for coastal resources in the Philippines. The primary mandate to manage coastal resources was devolved to the local government level with the passage of the 1991 Local Government Code and the 1998 Fisheries Code.

Coastal municipalities and cities were given jurisdiction over coastal resources and municipal waters out to a distance of 15 km from the shoreline, and the responsibility for delivering coastal resource management (CRM) as a basic service. Provincial governments also play a vital role in CRM through technical assistance and training, local policy review and harmonization, and information management.

Monitoring and evaluation (M&E) of municipal and city plans and programs for CRM is important for sustaining management measures designed to improve the productivity and integrity of coastal ecosystems and restore benefits derived from coastal resources. While municipalities and cities are primarily responsible for conducting M&E, assistance from and collaboration with other institutions and organizations including provinces, national government agencies (NGAs), nongovernment organizations (NGOs), and academic institutions are necessary in the conduct of effective M&E (see also Table 1.1).

M&E of municipal and city plans and programs is essential to:

➢ determine the degree to which planned interventions are being implemented and are working;
➢ identify areas for improvement in directions and strategies;
➢ assess impacts of plans and programs on biophysical and socioeconomic conditions in the coastal area;
➢ characterize the benefits accruing to coastal communities and society at large;
➢ estimate returns on investments in CRM at the local government level; and
➢ build community support for plans and programs supporting CRM.

PARTICIPATORY MONITORING AND EVALUATION

Traditional M&E approaches strictly promote the quantitative methodology, conducted by experts, often as a requirement for compliance monitoring in a top-down governance framework. This traditional paradigm has hindered effective M&E. A new paradigm in M&E is needed to promote broad stakeholder and multisectoral participation using quantitative and qualitative methods as a process of self-evaluation and continuous quality improvement.

Table 1.1. Misconceptions of and reasons for participatory M&E.

MISCONCEPTIONS OF M&E

- M&E is a worthless activity which just wastes time and money.
- M&E is complex and technical and must be done by external experts which make it expensive.
- Implementation is the important activity, not M&E.
- There is a fear that unsatisfactory or negative results from M&E will cause problems and negative feelings of the group.
- M&E is usually imposed from the outside or top-down by provincial or regional agencies and staff.
- The results of M&E are not used to improve implementation.
- M&E is only quantitative not qualitative.

REASONS FOR PARTICIPATORY M&E

- M&E will guide your internal development and provide you with external accountability.
- M&E keeps you focused on one direction towards the attainment of your goals and mission.
- M&E occurs in an environment where you can honestly evaluate your own performance and that of those around you without fear of negative consequences.
- M&E is everyone's concern: everyone asks questions and shares and contributes towards the assessment.
- M&E is a team-building process which ensures that all stakeholders put their heads together to arrive at the best decision for all persons concerned.
- Evaluation must use both qualitative and quantitative descriptions to ensure that all relevant concerns are covered.
- All stakeholders have something important to contribute.
- M&E is an ongoing process which can be used to adjust, improve, and finetune your activities.
- Nothing is perfect, there is always room for improvement.
- People working together to solve problems are much more effective than individuals working by themselves for the same goals.

These guidelines promote the new style of M&E as a participatory process initiated by coastal municipalities and cities and promoting broad participation by the community and other stakeholders in evaluating successes and challenges and identifying areas for improvement. To complement this new style of M&E, a CRM certification system is described that enables coastal municipalities and cities to voluntarily submit the results of M&E for external evaluation and validation by multisectoral provincial and regional committees. Municipal and city plans and programs should meet a set of benchmarks of local government performance in CRM in order to be certified. These guidelines set forth basic concepts and steps in conducting annual M&E at the municipal and city levels and provide a framework for certifying municipal and city plans and programs for CRM at provincial and regional levels.

MONITORING AND EVALUATING PLANS AND PROGRAMS FOR CRM

M&E is the fourth and a very critical phase of the CRM process as adapted for Philippine Local Government Units (LGUs). Coastal municipalities and cities, having completed phases 1 to 3, need to monitor the implementation of their plans and programs as a basis for evaluating performance and planning future investments to improve implementation of CRM measures. See Figure 1.1.
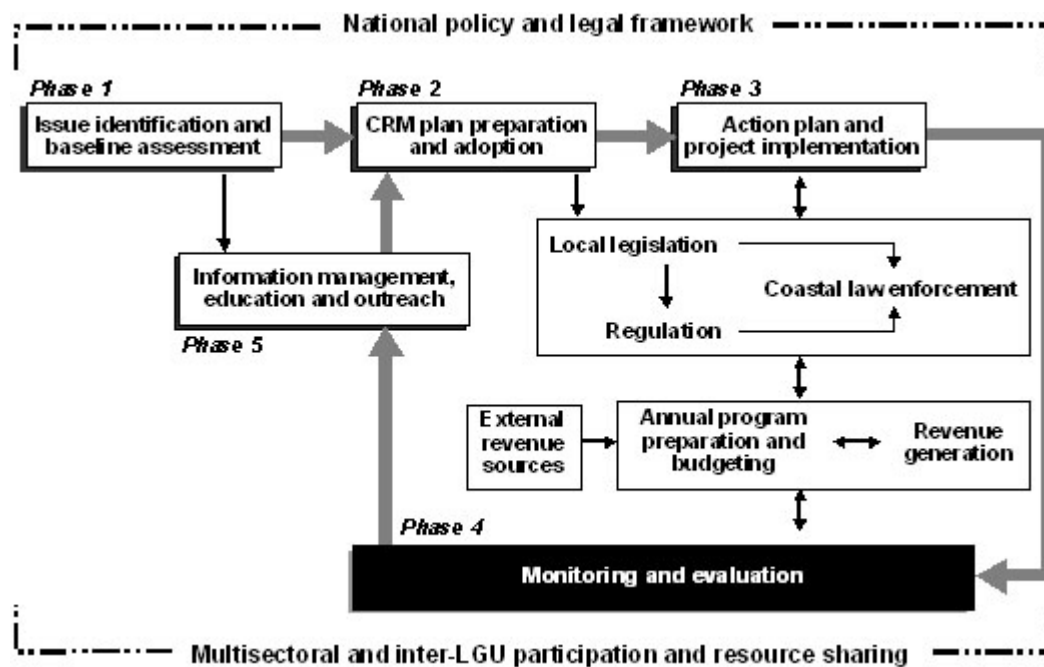
Figure 1.1. Five-phase CRM process adapted for Philippine local government.

The CRM Plan. The multi-year CRM plan serves as the overall framework to guide the implementation of strategies and best practices designed to improve the condition of coastal ecosystems and productivity of coastal resources. An annual evaluation of the plan should be conducted as the starting point for M&E (Table 1.2). All sections of the plan should be reviewed regardless of status of implementation.

A CRM plan identifies various best practices or management strategies that need to be implemented to address priority issues. M&E of these CRM best practices is essential in determining the success of plan implementation. For example, the establishment of marine sanctuary user fees for tourists may have been identified as a revenue-generating strategy for the community and municipality. However, implementing this seemingly simple intervention may reveal a number of problem areas that require refinement. A review of the implementation of this strategy may show that the mechanism for fee collection is cumbersome or inadequate, or the revenues generated may not be accruing toward community benefits, or the fee established is too high or too low. M&E is the only way to identify issues that have arisen since the plan was formulated and to make necessary refinements or adjustments.

Table 1.2. Illustrative questions for evaluation of typical CRM plans and programs.

CONTENTS OF CRM PLAN	EVALUATION QUESTIONS
Description of area	➢ Is relevant and adequate information used to describe the coastal zone and municipal waters? ➢ Are municipal/city and barangay profiles complete? ➢ Does the baseline assessment provide adequate data for M&E?
Maps	➢ Are spatial data presented on maps? ➢ Are municipal water boundaries, marine sanctuaries, and other use zones accurately delineated with coordinates and displayed clearly in a map? ➢ Are coastal resource uses and conditions detailed?
Management issues	➢ Are the issues clearly articulated? ➢ Is the process used to identify and prioritize the issues described? ➢ What issues have arisen since the plan was implemented?
Goals and objectives	➢ To what extent do the goals and objectives reflect the issues that have been identified? ➢ Is the purpose of the plan understood by those who are likely to be affected?
Management interventions (strategies and actions)	➢ Are the strategies addressing the issues and plan objectives? ➢ Is the basis upon which the management measures and actions were designed validated? ➢ How far have we come in implementing the plan? ➢ What is the level of community support for the actions being implemented? ➢ How have the strategies been revised over time? ➢ What is the impact of groups or individuals? ➢ Are there measurable socioenvironmental impacts as a result of CRM plan implementation? ➢ Are biophysical conditions improving compared to baseline conditions? ➢ Have fish catch and coastal habitat quality improved?
Institutional and legal framework	➢ Is the capacity of the municipal/city staff, Municipal/City Fisheries and Aquatic Resource Management Council (M/CFARMC), and coastal law enforcement units adequate to implement the plan? ➢ Is the legal and institutional framework adequate for CRM plan implementation? ➢ Are the M/CFARMC and other resource management organizations formed and active? ➢ Have adequate numbers of trained LGU staff been assigned to a municipal/city CRM unit? ➢ What is the quality of work? Is the work on time and in accordance with terms of reference, performed by consultants or assisting organizations tasked to assist the LGU in plan implementation? ➢ Do implementation activities balance regulatory and nonregulatory actions? ➢ Have local ordinances necessary for plan implementation been drafted and passed? ➢ Are registry and licensing systems for fisherfolk institutionalized?
Timeline	➢ Are planned interventions and actions being implemented as scheduled? ➢ What delays have been experienced and why?
M&E	➢ Has a M&E plan been developed? ➢ Is the M&E system functional? ➢ Is the information management system functional? ➢ What refinements to the plan are needed to improve implementation?

Selecting monitoring indicators and methods. Monitoring programs should be developed to track both process and results indicators. Process indicators are used to monitor the governance aspects of plan and program implementation, including how and when planned activities are progressing, how social processes (such as community organizing) are proceeding, and whether there is adequate public participation by all stakeholders in CRM planning and implementation. Results indicators are used to monitor the outcomes or impacts of these processes on behavior change and socioenvironmental conditions. While it is important to keep track of process indicators, such as the number of participants trained or of deputized fish wardens, these types of indicators do not provide any real measure of changes occurring as a result of implementing various coastal management measures.
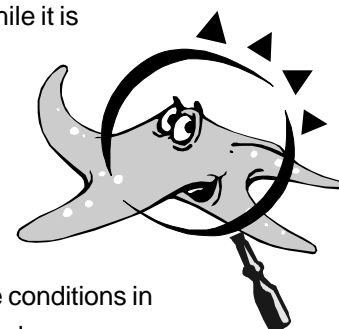
The use of impact indicators in M&E enables municipalities and cities to determine measurable changes in socioenvironmental conditions from baseline conditions in coastal areas and, over time, resulting from the implementation of their plans and programs. These types of indicators are usually those that have direct relevance to coastal stakeholders and the LGU. For each impact indicator, the unit of measure must be specified (Table 1.3). The method of data collection and analysis must be clearly described and standardized to enable reliable and repeatable monitoring year after year.

Process Indicators		Results Indicators	
Input monitor activities and efforts to build capacity to plan and implement CRM	**Output** monitor process of developing CRM plans and programs	**Outcome** monitor implementation of CRM plans and programs	**Impact** monitor biophysical and socioeconomic changes in coastal areas relative to baseline conditions
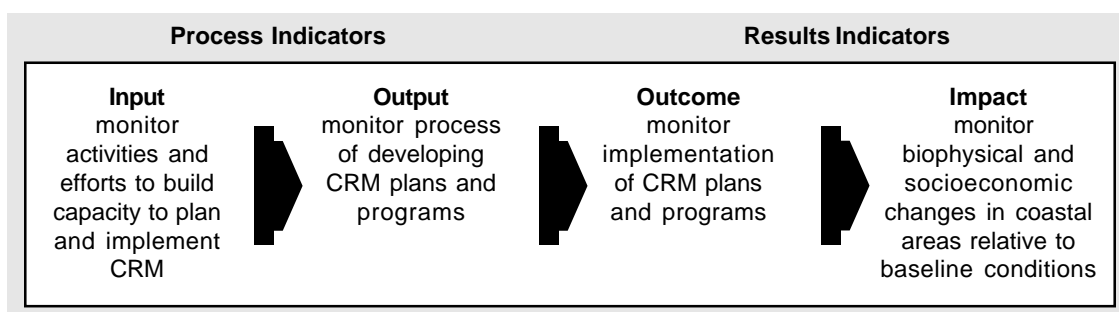
Table 1.3. Illustrative impact indicators for CRM plans and programs.

- Municipal fish catch per unit effort (kg/fisher/day)
- Living coral cover and fish abundance inside and outside marine protected areas (percent living coral cover, number of fish/500 m^2)
- Mangrove area under effective management (hectares planted and managed)
- Upland forest area under effective management (hectares planted and managed)
- Solid waste management system effective (volume of solid waste recycled/disposed)
- Household income in coastal barangays (income/family)
- Frequency of CRM-related violations (daily, weekly, monthly)
- Level of stakeholder support for CRM plan and programs (percentage of stakeholders with knowledge of and supporting CRM best practices)

As one example, the unit of measure for living coral cover is percent living coral cover. This can be determined using SCUBA or snorkel survey methods, depending on the water depth, where a 50-m transect line is used to estimate the percent of living coral over the sea bottom (Uychiaoco *et al.* 2001). Several transects should be conducted during a confined time period in order to average results and reduce variability of the estimate. Monitoring this particular impact indicator is fairly technical, but coastal communities can be readily trained through participatory coastal resource assessment (PCRA) methods to monitor changes in living coral cover and socioenvironmental indicators.

A combination of methods may be needed to conduct M&E of plans and programs for CRM (Table 1.4). Secondary sources such as existing studies are a rich source of information for establishing baseline conditions and trends. Surveys, interviews, and consultations may be used to provide data on the level of knowledge and support for CRM. PCRA is a valuable method that can be implemented by trained community members to provide quantitative and qualitative data on socioenvironmental conditions. Regulatory monitoring, such as the number of fishing licenses or volume of fish sold in markets, is also an important method that can be used for M&E of plans and programs. National government agencies, NGOs, and academic institutions should provide LGUs copies of studies and research reports conducted in the municipality or city each year. They should also be tapped to assist municipalities and cities conduct priority monitoring and research necessary for M&E.

Table 1.4. Key monitoring methods for CRM plans and programs.

➢ Review and analysis of secondary and other available data and information
➢ Ocular inspection of shoreline/foreshore areas and municipal waters
➢ Interviews with key informants, LGU staff, and partner organizations
➢ Consultations at community/barangay levels
➢ Surveys at community/barangay levels
➢ Participatory coastal resource assessment
➢ Quantitative biophysical and socioeconomic assessments
➢ Regulatory and compliance monitoring

PLANNING ANNUAL MONITORING AND EVALUATION ACTIVITIES

M&E activities for municipal/city CRM should be planned and scheduled in advance to enable participation and involvement of different stakeholders, including community members, M/CFARMC members, NGOs, and NGAs. The development of an M&E plan facilitates the conduct of annual M&E. The key elements of the plan include a statement of purpose and objectives, indicators, methods, sampling intervals, tasks and activities to be conducted, and a schedule for completion (Table 1.5). The roles and responsibilities for each activity should be clearly described with a lead LGU office for each task. The M&E plan should also show how data would be compiled, analyzed, managed, and reported. Partner institutions that can assist

should be identified and formal agreements, such as Memorandums of Agreement, adopted to sustain M&E activities.

Table 1.5. Elements of a M&E plan for CRM.

> ➢ Introduction
> ➢ Purpose and objectives
> ➢ Indicators, methods, and sampling intervals
> ➢ Tasks and activities according to CRM benchmarks
> ➢ Responsible LGU offices and partner institutions
> ➢ Schedule of activities
> ➢ Data compilation and analysis
> ➢ M&E report preparation

The completion of all M&E activities and preparation of the annual M&E report should be timed so that the results can be used for annual programming and budgeting by the LGU and its partner organizations. Monitoring activities should be completed by October or November of each calendar year, with the final annual M&E report adopted by the Sangguniang Bayan (SB)/ Sangguniang Panlungsod (SP) by the end of the calendar year.

BENCHMARKING LGU PERFORMANCE IN CRM

M&E activities using the indicators and methods selected can be guided by a set of benchmarks that describe the level of performance of the LGU in delivering CRM as a basic service. Benchmarks for beginning, intermediate, and advanced levels of CRM have been identified to assist coastal municipalities and cities gauge the status of their plans and programs as well as provide direction and focus for future activities.

The results of M&E can be used to make a self-assessment of the level of CRM achieved by the LGU. Appendix B provides a detailed description of each benchmark. The benchmarks cover each phase of the CRM process as well as specific best practices. The achievement of CRM levels 2 and 3 assumes that the benchmarks for previous levels have been satisfied.

Specific M&E activities for plans and programs can be grouped in categories of CRM benchmarks (see Appendix A). Such groupings help to distribute the responsibility for M&E to a broader range of LGU staff and stakeholders. The responsibilities of concerned LGU offices and M/CFARMC members and other partner institutions should be identified for each activity.

REPORTING ANNUAL MONITORING AND EVALUATION RESULTS

The annual M&E report should document the process; summarize the results; describe key activities, accomplishments, and results for the report year; and state the conclusions of the evaluation. It should include supporting tables and graphs generated from various sources, including the Municipal Coastal Database (MCD) installed in a number of municipalities and

cities by the Department of Environment and Natural Resources (DENR), through its Coastal Resource Management Project (CRMP). See Table 1.6.

Table 1.6. Documentation needed for annual CRM M&E.
➢ Annual M&E report (use templates in Appendix C)
➢ Updated MCD with appropriate tables, graphs, and lists printed
➢ CRM plan and other supporting information and documents, such as legislation passed or assessments conducted during the report year

CERTIFYING MUNICIPALITY/CITY PLANS AND PROGRAMS FOR CRM

A CRM certification system has been developed and tested in response to the interest and commitment expressed by more than 700 coastal mayors to plan, implement, and monitor plans and programs for CRM as articulated in the League of Municipalities of the Philippines Resolution No. 01, Series of 1999, "A resolution calling for the enactment/implementation of measures empowering the local government units for integrated coastal management".

Patterned after international standards for organizational and environmental management systems (ISO 9000 and ISO 14000), certification is a voluntary process in which an independent third party provides a written certificate showing that a product, method, or service satisfies certain predetermined requirements or criteria. Certification has been used largely by various industries (e.g., manufacturing, processing, tourism) to improve efficiency in operations and to achieve voluntary compliance with environmental laws through the establishment of environmental management systems. Firms that have been "ISO-certified" enjoy competitive advantages and improved public image over noncertified ones. International certification standards and procedures for establishing environmental management systems have been adopted in the Philippines under the Philippine National Standard 1701 (PNS 1701), "Environmental management systems – Specifications with guidance for use".

CRM certification provides a framework for benchmarking LGU performance in the delivery of CRM as a basic service, as well as a roadmap for planning future directions and initiatives. Certification criteria have been developed as benchmarks of performance based on the LGU's CRM mandate and internationally recognized best practices in CRM (Appendix B). These criteria are used to assess LGU performance at three levels of certification: beginning, intermediate, and advanced.

The results of annual M&E of municipal/city plans and programs may be submitted for evaluation and validation against criteria established for each level and "certified" by an "independent" multisectoral committee. CRM certification is voluntary and initiated by the municipality or city by submitting annual M&E reports, CRM plan, and other supporting

documents needed to evaluate the status of implementation. The CRM certification must be maintained annually through M&E with the goal of achieving higher levels of certification over time.

As with international certification protocols, there may be a variety of benefits that may accrue to municipalities and cities which plans and programs are certified for CRM (Table 1.7). A CRM certification can serve as a roadmap for sustainable development programs of LGUs. It provides a systematic monitoring system for the Philippine Medium-term Development Plan goals and objectives for coastal and marine resources, which targets "250 LGUs along 6,000 km of shoreline adopting integrated coastal management for the improved management of municipal waters by the year 2004". Finally, CRM certification provides a framework for prioritizing investments of local and national governments as well as foreign funding institutions to CRM-certified municipalities and cities.

Update MCD with annual results of M&E

CRM certification in the Philippines was initiated in Regions 7 and 11 and is for replication in other regions. In September 2000, the Regional Development Council in Region 7 approved a resolution to pilot CRM certification. The regional CRM committee for Region 11 signed the Memorandum of Agreement for CRM certification in November 2001. A Regional CRM Certification (RCRMC) Committee was established with a core group composed of DENR (Chair), DILG, BFAR, and NEDA representatives. The committee also includes representatives from private sector, academe, and NGOs. It works directly with a Provincial CRMC Technical Working Group (TWG) in the evaluation and validation of annual M&E reports.

The emerging organizational structure for the CRM certification system is a roll-up process that can be elevated from the municipality/city to provincial and regional levels (see Figure 1.2). The municipality or city submits a completed annual M&E report, CRM plan, updated MCD, and other supporting documents to the PCRMC TWG by the end of the calendar year.

The PCRMC TWG, chaired by the province and composed of a multisectoral body including representatives from DENR, DILG, BFAR, NGOs, and academe, would be responsible for evaluation and field validation of a municipality's annual M&E of CRM plans and programs. The PCRMC TWG submits a provincial CRM certification evaluation report (Appendix D) endorsing the municipality or city for certification to the RCRMC Committee by February of each year.

The RCRMC Committee reviews, validates the reports, and issues certification by April of each year. The RCRMC Committee is responsible for providing recognition and for promoting incentive programs established at provincial, regional, and national levels for municipalities and cities that have been certified.

Table 1.7. Benefits of CRM certification.

- ➤ Serves as a catalyst and tool for planning and monitoring LGU investments in CRM to restore and sustain benefits derived from coastal resources
- ➤ Provides a vehicle for social mobilization in support of LGU initiatives in CRM
- ➤ Serves as a basis for provincial LGU incentive or funding support program for municipal CRM
- ➤ Provides public recognition of exemplary performance of LGUs
- ➤ Provides a framework for national government and foreign funding institutions to prioritize "certified" LGUs for financial and technical assistance
- ➤ Provides a systematic monitoring system for national Medium-term Development Plan goals and objectives for coastal and marine resources
- ➤ Establishes an institutional memory for CRM beyond political term limits
- ➤ Forges a stronger partnership between national government agencies and LGUs
- ➤ Strengthens local coastal law enforcement
- ➤ Uses information to boost compliance
- ➤ Encourages self-assessment and continuous quality improvement
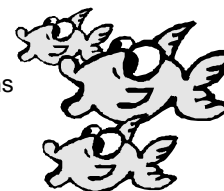
Municipalities and cities need only to maintain their certification level by submitting annual M&E reports to the PCRMC TWG and RCRMC Committee by the end of each calendar year. When the municipality or city believes it is ready to be evaluated for the next level of certification, it can submit a complete package to the PCRMC TWG for evaluation and endorsement to the RCRMC Committee.

RCRMC Committee
- Encourages local government to conduct annual M&E of CRM plans and programs
- Reviews and validates PCRMC evaluation report and municipal/city M&E report and supporting documents
- Prepares RCRMC validation report and certifies municipal/city CRM plans and programs by April of each year
- Provides feedback on status of CRM and areas for improvement to municipalities and cities
- Provides recognition and priority funding status to certified municipalities at regional and national levels

Regional Coastal Database Unit (DENR-CMMD)
- Maintains Regional Coastal Database (RCD) and official CRM filing system for each province, municipality, and city
- Provides information management assistance to coastal provinces
- Inputs and consolidates data from Provincial Coastal Databases (PCD) and other sources
- Provides information and data to national government, provinces, municipalities, and cities

- Submits PCRMC evaluation report and municipal/city M&E report and documents for CRM certification to RCRMC Committee by February each year
- Submits annual M&E reports received to maintain CRM certification by January of each year

PCRMC TWG
- Evaluates and validates the municipal/city M&E report and supporting documents
- Prepares PCRMC evaluation report endorsing municipality/city for certification to the RCRMC Committee
- Provides feedback on status of CRM and areas of improvement to municipalities and cities

Provincial Coastal Database Unit (Provincial LGU)
- Maintains PCD and official CRM filing system for each municipality and city
- Provides information management assistance to coastal municipalities and cities
- Inputs and consolidates data from MCD and other sources updated annually by the province
- Provides updated MCD reports to municipalities and the region

- Applies for CRM certification by submitting annual CRM M&E report and other supporting documents for provincial review and validation to PCRMC TWG by December of each year
- Maintains CRM Certification by submitting annual CRM M&E report to the PCRMC TWG by December of each year

Municipality/City
- Conducts M&E of municipal/city CRM plans and programs
- Prepares annual CRM M&E report and updated MCD with self-rating of CRM level achieved based on benchmarks
- Submits annual CRM M&E report for adoption by SB/SP resolution

MCD Unit (Municipal/City LGU)
- Maintains MCD and official CRM filing system
- Updates MCD annually
- Submits MCD to province

Figure 1.2. Institutional arrangements and responsibilities for CRM certification.

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USEFUL REFERENCES IN PLANNING AND IMPLEMENTING MONITORING AND EVALUATION

DENR, DA-BFAR, and DILG (Department of Environment and Natural Resources, Department of Agriculture-Bureau of Fisheries and Aquatic Resources, and Department of the Interior and Local Government). 2001. Philippine coastal management guidebook series. Coastal Resource Management Project of DENR. Cebu City, Philippines.

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2: Legal and jurisdictional framework for coastal management. 170 p.
3: Coastal resource management planning. 94 p.
4: Involving communities in coastal management. 84 p.
5: Managing coastal habitats and marine protected areas. 106 p.
6: Managing municipal fisheries. 122 p.
7: Managing impacts of development in the coastal zone. 108 p.
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Hüttche, C.M., A.T. White, and M.M.M. Flores. 2002. Sustainable coastal tourism handbook for the Philippines. Coastal Resource Management Project of the Department of Environment and Natural Resources and the Department of Tourism. Cebu City, Philippines. 144 p.

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Walters, J.S., J. Maragos, S. Siar, and A.T. White. 1998. Participatory coastal resource assessment: a handbook for community workers and coastal resource managers. Coastal Resource Management Project and Silliman University. Cebu City, Philippines. 113 p.

PART II

Guide to Monitoring and Evaluation of Municipal/City Plans and Programs for CRM

(For Use by Municipal/City Technical Working Groups)

Monitoring and evaluating municipal/city plans and programs for coastal resource management involves five major stages:

1. Preparation of draft M&E report

2. Compilation and review of available information to fill data gaps

3. Validation of draft M&E report

4. Consolidation of data and finalization of M&E report

5. Presentation of M&E results to stakeholders and municipal/city council

CRM Certification
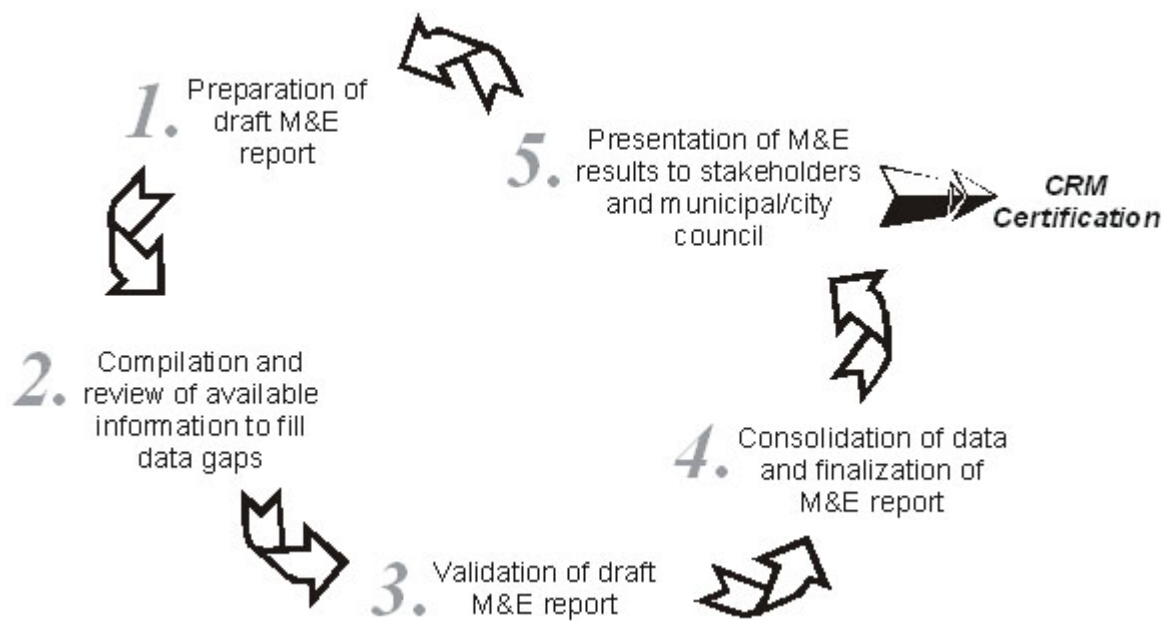
1. PREPARATION OF DRAFT M&E REPORT

Key steps:
a. Plan and schedule M&E activities well in advance to allow participation and involvement of different stakeholders.
b. Organize and convene municipal/city Coastal Resource Management Technical Working Group (CRM TWG). This group should preferably be composed of members who were earlier involved in the drafting of the municipal/city CRM plan. In addition to LGU staff, the TWG may include members of the community, the M/CFARMC, NGOs, and NGAs.
c. Review M&E guidelines.
d. Describe clearly the roles and responsibilities for each activity, and assign a lead LGU office for each task. Develop activities that are related to each benchmark described in Appendix A.
e. Describe in the M&E plan how data would be compiled, analyzed, managed, and reported.
f. Identify partner institutions that can assist municipalities and cities, and formal agreements (e.g., Memorandums of Agreement) adopted to sustain M&E activities.
g. Align and schedule M&E activities with annual programming and budgeting of LGU and other partner organizations. Monitoring activities may require daily, weekly, or monthly schedules. All M&E activities should be completed by October or November of each calendar year, with the first annual M&E report adopted by the SB/SP by the end of each calendar year.
h. Reproduce the templates in Appendix C, and use the copies to prepare the draft M&E report. Instructions on usage of the templates are provided in the appendix.

2. COMPILATION AND REVIEW OF AVAILABLE INFORMATION TO FILL DATA GAPS

The DENR, through its Coastal Resource Management Project funded by the United States Agency for International Development developed the MCD system to help facilitate M&E by LGUs. The MCD must be reviewed and updated with information and data for the report year, and gaps must be identified. The following information and documents should be compiled and reviewed:

1. reports on research and studies conducted in the LGU during the calendar year;
2. multi-year CRM plan;
3. plans, such as the comprehensive land use plan, comprehensive municipal development plan, and other documents relevant to CRM (review these documents for consistency with the CRM plan and to gather supporting data); and
4. any biophysical and monitoring data collected during the report year (review and summarize these data).

3. VALIDATION OF DRAFT M&E REPORT

Validate draft M&E report by implementing activities defined in the M&E activity plan. Generally, validation will involve:

1. an ocular inspection of the municipal waters and coastal zone to assess CRM plan implementation and the impacts of development activities on the environment;
2. focus group discussions, consultations with stakeholder groups, interviews, and surveys to assess level of community support, socioeconomic impacts, and issues that have emerged since the CRM plan was first implemented; and
3. field assessments to evaluate socioeconomic impacts of CRM plans and programs.

M&E activities prescribed for each benchmark are listed in Appendix A. Be sure that all pertinent data and information gathered during M&E are properly recorded, compiled, and stored for easy retrieval and reporting.

4. CONSOLIDATION OF DATA AND FINALIZATION OF M&E REPORT

Key steps for this stage:

a. Using the results from stages 1-3, finalize the M&E report. Reproduce and use the same templates provided in Appendix C.

b. Prepare, package, and attach to the report the following supporting documents:

> ➤ maps, tables, and graphs that provide a picture of the current status of implementation of municipal/city CRM plan and programs;
> ➤ MCD, updated with any new information and data generated during the M&E activities;
> ➤ relevant studies and analyses; and
> ➤ pictures, reports, etc.

Documents that may be used to support evaluation results for each benchmark are as follows:

> ➤ To show that a CRM-related organization (e.g., FARMC) is really active and functional, a list of members and sample minutes of meetings could be attached.
> ➤ To show that the LGU is regularly allocating budget, a graph showing trend of budget allocation per year may be attached. This report could be generated from the MCD.
> ➤ For marine protected areas, an ordinance declaring the area as an MPA and a copy of the management plan may be included.

5. PRESENTATION OF M&E RESULTS TO STAKEHOLDERS AND MUNICIPAL/CITY COUNCIL

Present the M&E results before a forum consisting of municipal/city council members, stakeholders, NGOs, NGAs, and other groups involved in the development of the municipality/ city. This will provide an opportunity for all concerned organizations to align their activities and funds in support of the municipality's/city's identified needs and gaps, as well as for the council to adopt the M&E report through a resolution.

Keep the M&E report as official file of the municipality/city.

The M&E report should serve as input to strategic planning of the municipal/city LGU, and other agencies and organizations involved in development in the area.

If the LGU so desires, a copy of the M&E report and attachments may be submitted to the province for endorsement to the regional CRM certification body. The certification process is described in Part III.
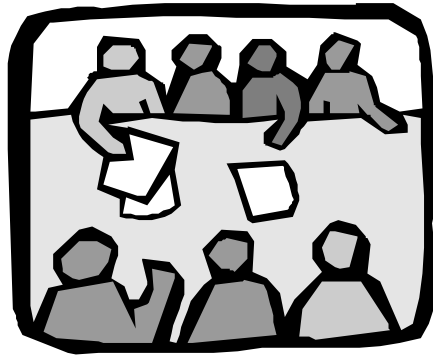
PART III

GUIDE TO CRM CERTIFICATION

(For Use by Provincial CRM Certification Technical Working Groups
and Regional CRM Certification Committees)

The CRM certification process consists of two major stages:
(1) Review by the Provincial Coastal Resource Management Certification (PCRMC) Technical Working Group (TWG) and
(2) Certification by the Regional CRM Certification (RCRMC) Committee
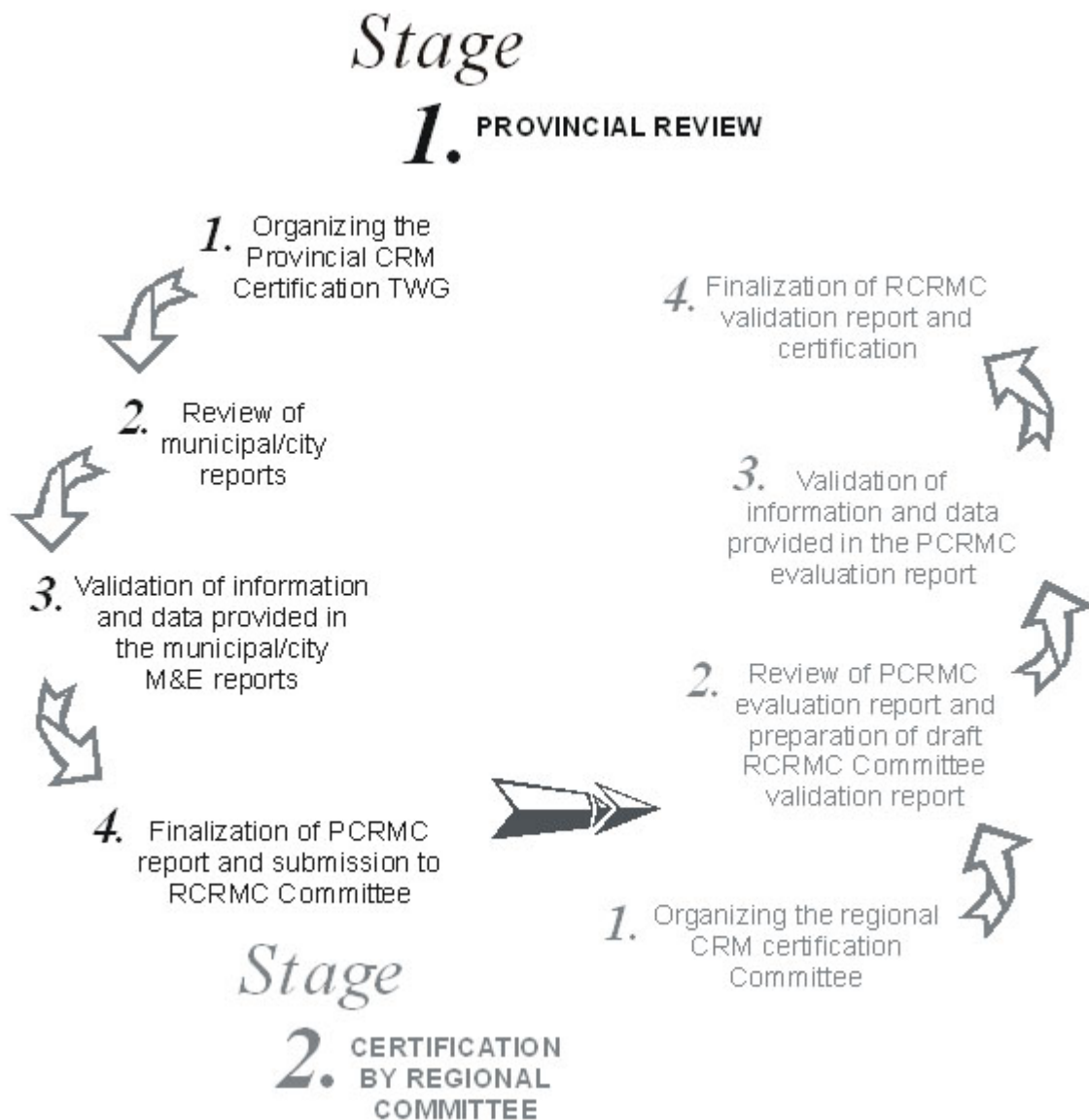
Stage

1. PROVINCIAL REVIEW

1. Organizing the Provincial CRM Certification TWG

2. Review of municipal/city reports

3. Validation of information and data provided in the municipal/city M&E reports

4. Finalization of PCRMC report and submission to RCRMC Committee

4. Finalization of RCRMC validation report and certification

3. Validation of information and data provided in the PCRMC evaluation report

2. Review of PCRMC evaluation report and preparation of draft RCRMC Committee validation report

1. Organizing the regional CRM certification Committee

Stage

2. CERTIFICATION BY REGIONAL COMMITTEE

1. ORGANIZING THE PCRMC TWG

The PCRMC TWG provides a mechanism to assist coastal municipalities and cities in the evaluation of their CRM plans and programs. Members may include provincial representatives from the:

- ➢ provincial government;
- ➢ NGAs (DENR, DA-BFAR, DILG, and NEDA);
- ➢ NGOs;
- ➢ academe; and
- ➢ private sector.

The PCRMC may *not*, however, include municipal or city government officials or staff.

Ensure commitment and continuity of the group through a Memorandum of Agreement signed by all members of the PCRMC TWG.

> The evaluation and validation process should be aligned with the M&E process at the municipal/city level, and the certification process at the regional level. The PCRMC evaluation reports should ideally be submitted to the RCRMC Committee by the last day of February each year.

2. REVIEW OF MUNICIPAL/CITY M&E REPORTS

Upon submission of its M&E report, each municipality/city should review it to determine if all required documents have been submitted. Otherwise, the concerned LGU should be notified.

Set up a CRM certification filing system by municipality and city to manage official files for the PCRMC TWG. Ideally, the provincial LGU must establish a PCD Unit tasked to maintain the official CRM filing system for each municipality and city; input and consolidate data from MCD and other sources; and provide updated MCD reports to municipalities and the region.

At a pre-arranged time, or upon submission by a predetermined number of municipalities and cities of their M&E report, the PCRMC TWG, as a group, will review and evaluate the reports. A workshop may be conducted for this purpose. The templates in Appendix D may be reproduced and used to prepare draft provincial evaluation report. Instructions for use of the templates are provided in the appendix.

If the TWG does not agree with the level of CRM implementation reported, it will inform the LGU, clearly stating the reasons. If additional information or documentation is required, it will provide LGU with a clear description of required information or documentation.

3. VALIDATION OF INFORMATION AND DATA PROVIDED IN THE MUNICIPAL/CITY M&E REPORTS

If necessary, the PCRMC TWG will validate municipal/city M&E reports through site visits. Generally, this will involve:

1. an ocular inspection of the municipal waters and coastal zone to validate reported level of implementation and impacts of development plans, programs, and activities on the coastal environment;
2. interviews and surveys to assess level of community support, socioeconomic impacts, and issues that have emerged in coastal areas since plans and programs were first implemented; and
3. field assessments to evaluate plans and programs for CRM.

Specific M&E activities for each benchmark are listed in Appendix A.

4. FINALIZATION OF PCRMC REPORT FOR EACH MUNICIPALITY/CITY

Using the results from Steps 1-3 and the PCRMC portion of templates in Appendix D, the PCRMC TWG will finalize the provincial evaluation report. Instructions on the use of the templates are provided at the appendix.

Upon completion, the report, along with the municipal/city M&E reports, is submitted to the Sangguniang Panlalawigan, which will endorse it to the RCRMC Committee.

As coordinator of the certification process at the provincial level, the PCRMC TWG serves as conduit of information between the municipal/city CRM TWG and the RCRMC Committee, providing LGUs and the region feedback on status of CRM certification and recommendations for improvement of the conduct of CRM by municipalities and cities.

The PCRMC TWG's role in CRM certification is recommendatory. Final decision on the CRM certification level to be given to each municipality/city is made by the RCRMC Committee based on its own evaluation of the documentary evidence submitted and, where applicable, on field validation results.

STAGE 2. CERTIFICATION BY THE REGIONAL COMMITTEE

1. ORGANIZING THE RCRMC COMMITTEE

The RCRMC Committee is chaired by the DENR Regional Executive Director and composed of the Regional Directors of DILG, BFAR, and NEDA, and representatives from NGOs and academic institutions. Other NGAs may be invited to sit on the committee, depending on the thrusts and capacity of the region and agencies.

> The review and certification process should be completed by the RCRMC Committee by the last day of April each year.

2. REVIEW OF PCRMC EVALUATION REPORT AND PREPARATION OF DRAFT RCRMC COMMITTEE VALIDATION REPORT

The RCRMC Committee will review the PCRMC evaluation report, along with the original municipal/city M&E report to determine if all required documents are submitted. If documentation is deficient, or if additional documents are required, the committee will notify concerned PCRMC TWG.

To manage official files for RCRMC, the committee should set up a CRM certification filing system by municipality/city. Ideally, the committee must establish a RCD Unit tasked to maintain the official CRM filing system for each province, municipality, and city; provide information management assistance to coastal provinces; input and consolidate data from the Provincial Coastal Database and other sources; and provide information and data to national government, provinces, municipalities, and cities.

At a pre-arranged time, or upon submission of a predetermined number of PCRMC evaluation reports, the RCRMC committee, as a group, will review and evaluate the reports. A workshop may be conducted for this purpose. The templates in Appendix E may be reproduced and used to prepare the draft RCRMC validation report. Instructions for the use of the templates are provided in the appendix.

If the committee does not agree with the level of CRM implementation reported, it will inform the PCRMC TWG, clearly stating the reasons. If additional information or documentation is required, it will provide the TWG with a clear description of required information or documentation.

3. VALIDATION OF INFORMATION AND DATA PROVIDED IN THE PCRMC EVALUATION REPORT

The RCRMC Committee will validate municipal/city M&E reports through site visits. Generally, this will involve:

1. an ocular inspection of the municipal waters and coastal zone to assess plan and program implementation and the impacts of development activities on the coastal environment;
2. interviews and surveys to assess level of community support, socioeconomic impacts, and issues that have emerged in coastal areas since plans and programs were first implemented; and
3. field assessments to evaluate plans and programs for CRM.

4. FINALIZATION OF RCRMC VALIDATION REPORT AND CERTIFICATION OF QUALIFIED MUNICIPALITIES/CITIES FOR CRM

Using the RCRMC portion of the templates in Appendix D, the RCRMC will finalize its validation report and prepare the CRM certificate (see Appendix D).

The RCRMC Committee will notify the municipalities and cities certified for the previous calendar year, and provide a copy of the notification to the PCRMC TWG.

> As a certifying body, the RCRMC Committee provides municipal and city LGUs, through the PCRMC TWG, feedback on the status of the certification, and recommendations for improvement of the conduct of CRM by municipalities and cities. It also submits the list of CRM-certified municipalities and cities to national government, donor agencies, and other institutions with programmatic or funding windows to promote the CRM-certified municipalities and cities for priority funding status.
>
> When the RCRMC Committee has completed the validation of the PCRMC evaluation report and made a final decision on the CRM certification level to be given to a municipality/city, the decision cannot be revoked or contested.
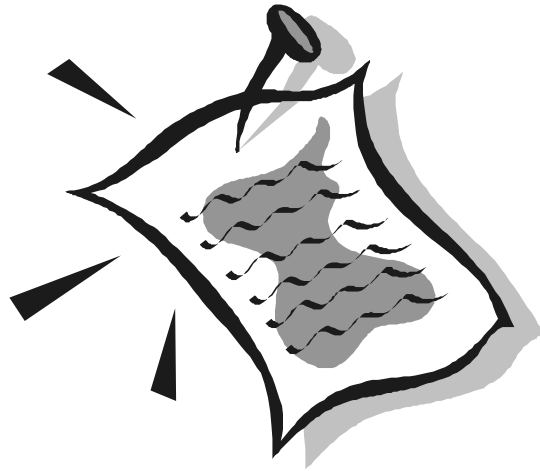
APPENDICES

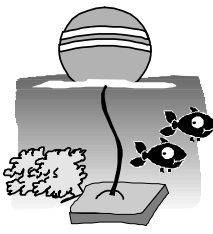A. ILLUSTRATIVE M&E ACTIVITIES FOR MUNICIPALITY/CITY CRM PLANS AND PROGRAMS.

B. MUNICIPALITY/CITY BENCHMARKS FOR THE THREE LEVELS OF CRM.

C. TEMPLATES FOR MUNICIPALITY/CITY CRM M&E REPORT.

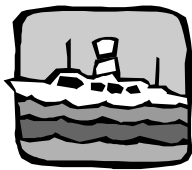D. TEMPLATES FOR PCRMC EVALUATION REPORT AND RCRMC VALIDATION REPORT.

CRM Benchmarks	M&E Activities	M&E Team and Partners[a]
Coastal resource assessment	➢ Review and analyze information and data from participatory coastal resource assessment or other biophysical and socioeconomic assessments conducted by LGU, NGAs, NGOs, and academic institutions during the report year ➢ Conduct underwater surveys to document baseline coastal habitat conditions and to measure changes over time ➢ Conduct ocular inspections of coastal areas to document use patterns and development activities ➢ Conduct surveys, focus group discussions, and interviews to assess socioeconomic conditions such as average household income, income derived from fishing or other CRM-related activities, CRM issues	M/CAO, ENRO, M/CFARMC, POs, CENRO-CMMS, BFAR, NGOs
Multi-year CRM plan	➢ Review CRM plan ➢ Assess status of plan implementation for the report year ➢ Identify activities accomplished, not accomplished, lessons learned, programming revisions, and resources needed	M/CPDO, ENRO, M/CAO, SB/SP, M/CFARMC, LGOO
Annual CRM programming and budgeting	➢ Review and analyze budget line items allocated for CRM during the report ➢ Compare the budget allocated against actual expenditures; identify shortfalls and unanticipated costs ➢ Assess LGU staff performance and technical, managerial, equipment, and training capacity and needs of LGU for CRM	M/CPDO, M/CAO, M/CBO, M/CTO, SB/SP
CRM-related organizations	➢ Assess performance of key organizations involved in CRM, including M/CFARMC, TWGs, POs, and NGOs during the report year ➢ Determine the level of activity, effectiveness, and viability of the organization through surveys, focus group discussions, and interviews as evidenced by the number of meetings, types of activities, organizational/legal structure, and other indicators for the report year	M/CAO, M/CSWDO, M/CFARMC, BFARMC, POs, LGOO, NGOs
Shoreline/ foreshore management	➢ Review and analyze shoreline/foreshore management strategies implemented in the CRM plan ➢ Conduct ocular inspections and monitor shoreline and foreshore areas to determine baseline conditions and changes over succeeding years and compliance with agreements and permits related to shoreline/foreshore use ➢ Review and analyze the effectiveness of local legislation in managing shoreline/foreshore development and preventing degradation	M/CPDO, M/CEO, ENRO, SB/SP, CENRO-CMMS
Municipal water delineation	➢ Review and analyze status of municipal water delineation process ➢ Determine needed actions to complete delineation process	M/CPDO, CLEU, NAMRIA
Coastal zoning	➢ Review and analyze coastal use zones and assess implementation status ➢ Conduct ocular inspection and review permits to determine compliance with coastal zoning requirements for the report year ➢ Review and analyze revenues generated from coastal area use zones for the report year	M/CAO, M/CEO, M/CPDO, SB/SP, M/CTO, CLEU, CENRO-CMMS

CRM BENCHMARKS	M&E ACTIVITIES	M&E TEAM AND PARTNERS[a]
Fisheries management	➢ Review and analyze fisheries management measures implemented from the CRM plan ➢ Monitor catch per unit effort of municipal fisheries by compiling and analyzing landed fish catch, number of registered/licensed municipal fishers, gears and boats, level of fishing effort, and market survey reports (e.g., ticket sales, auxiliary invoices) for the report year ➢ Conduct surveys, focus group discussions, and interviews to determine the effectiveness of fisheries management measures and average catch per fisher per day for the report year	M/CAO, M/CTO, M/CFARMC, BFAR
Marine protected areas	➢ Review and assess the number and area covered by MPAs in CRM plan ➢ Assess status of implementation of MPA management plan through surveys, focus group discussions, and interviews and apply the MPA rating guide ➢ Assess the LGU performance in supporting MPA management through review of staff performance and budget allocated for MPA maintenance ➢ Conduct underwater assessment of living coral cover and fish abundance using quantitative methods; analyze data and report changes over time ➢ Assess level of community support and benefits derived from marine protected areas through surveys, focus group discussions, and interviews ➢ Assess revenues generated from fees or other mechanisms as a result of MPA management	M/CAO, M/CFARMC, ENRO, POs, CENRO-CMMS, AOs
Mangrove management	➢ Review and assess mangrove management implementation for each management regime for the report year ➢ Conduct interviews with PO members to determine status of implementation of the Community-based Forestry Management Agreement ➢ Determine the area of mangroves planted and rehabilitated during the report year in each management regime	M/CAO, ENRO, POs, CENRO-CMMS, NGOs
Solid waste management	➢ Review waste management and pollution prevention program implementation ➢ Assess effectiveness of segregation, recycling, and disposal methods through interviews with responsible LGU staff and surveys of residents ➢ Document the volume and types of waste segregated and disposed properly for the report year	ENRO, M/CHO, CENRO-CMMS
Upland/ watershed management	➢ Review upland/watershed management implementation for each project undertaken by the LGU and other organizations through ocular inspection, surveys, focus group discussions, and interviews ➢ Assess biophysical impacts of management on forest cover and watershed management on quality of river, estuarine, and coastal waters	M/CAO, ENRO, POs, CENRO-CMMS

CRM BENCHMARKS	M&E ACTIVITIES	M&E TEAM AND PARTNERS[a]
Coastal environment-friendly enterprise development	➢ Identify and assess the status of enterprise development projects for the report year in terms of status of implementation; number of individuals/households affected; nature and amount of benefits derived from projects ➢ Document positive and negative impacts of enterprise development activities on the coastal environment	M/CAO, M/CPDO, M/CSWDO, NGOs
Local legislation	➢ Review and analyze resolutions and ordinances passed during the report year and compare to local legislation identified in the CRM plan ➢ Conduct consultations with coastal law enforcement units to determine difficulties in enforcing laws that can be remedied by introducing or revising local legislation ➢ Conduct surveys, focus group discussions, and interviews to determine the level of awareness and support for CRM-related local legislation	SB/SP, M/CAO, CLEU, M/CFARMC
Coastal law enforcement	➢ Assess the performance of coastal law enforcement units in terms of number of apprehensions, cases filed, and convictions ➢ Assess the performance of coastal law enforcement units in terms of fish wardens, Bantay Dagat members, and police assigned to coastal law enforcement; number of operational patrol boats and availability of radios, Global Positioning System, safety gear, camera, and other equipment needed for coastal law enforcement ➢ Review and analyze enforcement records to determine the frequency of coastal law enforcement operations from records of patrols or operations conducted at sea or on land	CLEU, M/CFARMC, LGOO
Revenue generation	➢ Identify and account for revenues generated from coastal resource uses, including fees and fines, as well as external sources of funding for CRM-related activities in the LGU for the report year ➢ Assess the use of revenues generated from coastal resource use for sustaining CRM implementation and for community projects	M/CTO, M/CBO, M/CPDO, SB/SP
Multi-institutional collaboration for CRM	➢ Compile and review all multi-institutional agreements on CRM including MOAs, MOUs, or other instruments between the LGU and other organizations for the conduct of training and technical assistance, biophysical and socioeconomic monitoring, coastal law enforcement, counterpart funding arrangements or other aspects of CRM implementation ➢ Determine effectiveness of multi-institutional collaboration in terms of aligning funds and programs to support CRM	M/CPDO, NGAs, LGOO, NGOs

[a]AOs: assisting organizations, including NGOs and academic institutions
BFAR: Bureau of Fisheries and Aquatic Resources
CENRO-CMMS: City Environment and Natural Resources Office–Coastal and Marine Management Section
CLEU: coastal law enforcement units, including PNP, deputized fish wardens, and Bantay Dagat
DENR: Department of Environment and Natural Resources
ENRO: Environment and Natural Resources Office
LGOO: Local Government Operations Office (DILG)
M/CAO: Municipal/City Agriculture Office
M/CBO: Municipal/City Budget Office

M/CEO: Municipal/City Engineering Office
M/CFARMC: Municipal/City Fisheries and Aquatic Resource Management Council
M/CHO: Municipal/City Health Office
M/CPDO: Municipal/City Planning Development Office
M/CSWDO: Municipal/City Social Welfare Department Office
M/CTO: Municipal/City Treasurer's Office
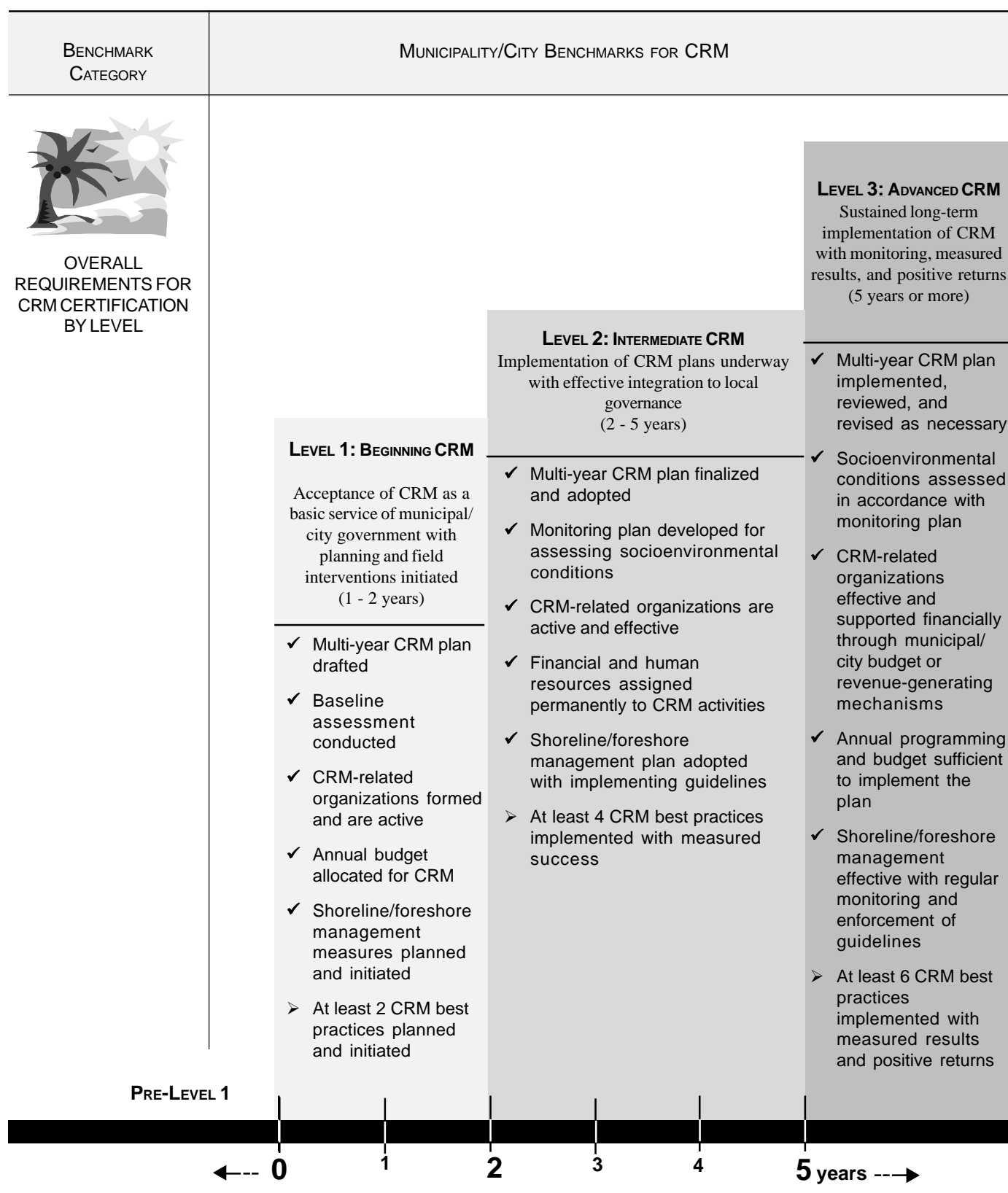NAMRIA: National Mapping Resource and Information Authority
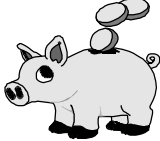NGAs: national government agencies
POs: people's organizations
SB/SP: Sangguniang Bayan/Sangguniang Panlungsod

APPENDIX B. MUNICIPALITY/CITY BENCHMARKS FOR THE THREE LEVELS OF CRM.[a]

BENCHMARK CATEGORY	MUNICIPALITY/CITY BENCHMARKS FOR CRM
OVERALL REQUIREMENTS FOR CRM CERTIFICATION BY LEVEL	

LEVEL 3: ADVANCED CRM
Sustained long-term implementation of CRM with monitoring, measured results, and positive returns
(5 years or more)

LEVEL 2: INTERMEDIATE CRM
Implementation of CRM plans underway with effective integration to local governance
(2 - 5 years)

LEVEL 1: BEGINNING CRM

Acceptance of CRM as a basic service of municipal/city government with planning and field interventions initiated
(1 - 2 years)

Level 1:
- ✔ Multi-year CRM plan drafted
- ✔ Baseline assessment conducted
- ✔ CRM-related organizations formed and are active
- ✔ Annual budget allocated for CRM
- ✔ Shoreline/foreshore management measures planned and initiated
- ➤ At least 2 CRM best practices planned and initiated

Level 2:
- ✔ Multi-year CRM plan finalized and adopted
- ✔ Monitoring plan developed for assessing socioenvironmental conditions
- ✔ CRM-related organizations are active and effective
- ✔ Financial and human resources assigned permanently to CRM activities
- ✔ Shoreline/foreshore management plan adopted with implementing guidelines
- ➤ At least 4 CRM best practices implemented with measured success

Level 3:
- ✔ Multi-year CRM plan implemented, reviewed, and revised as necessary
- ✔ Socioenvironmental conditions assessed in accordance with monitoring plan
- ✔ CRM-related organizations effective and supported financially through municipal/city budget or revenue-generating mechanisms
- ✔ Annual programming and budget sufficient to implement the plan
- ✔ Shoreline/foreshore management effective with regular monitoring and enforcement of guidelines
- ➤ At least 6 CRM best practices implemented with measured results and positive returns

PRE-LEVEL 1

← -- 0   1   2   3   4   5 years -- →

BENCHMARK AND RATIONALE	BENCHMARK DESCRIPTION
BASIC REQUIREMENTS **Coastal resource assessment** *Resource assessment is necessary to describe the status of habitats and fisheries and the socioeconomic condition of coastal communities in the municipality/city. The results of coastal resource assessment are used to plan short and long-term interventions and monitor changes in socioenvironmental conditions.*	**Level 1: Coastal environmental profile developed** ➢ Coastal environmental profile developed through secondary data compilation and baseline assessment (e.g., PCRA, rapid assessment, scientific surveys) of coastal resources and socioeconomic and environmental conditions in coastal areas ➢ Condition of fisheries, coastal habitats, and other resources and their uses assessed ➢ General socioeconomic condition of the municipality/city described ➢ Coastal database and information system established **Level 2: Monitoring plan developed and implemented for assessing socioenvironmental conditions** ➢ Monitoring plan for assessing biophysical and socioeconomic conditions developed to assess changes resulting from CRM plan implementation ➢ Biophysical and socioeconomic assessments conducted on a regular basis for at least 2 years ➢ Linkages with NGAs, NGOs, and academic institutions involved in monitoring developed to assess conditions and use data for decisionmaking ➢ Key indicators identified and highlighted in the monitoring plan ➢ Coastal database/information management system established and operational **Level 3: Socioenvironmental conditions assessed in accordance with monitoring plan** ➢ Biophysical and socioeconomic assessments conducted on a regular basis for at least 5 years ➢ Data analysis conducted and compared to baseline conditions ➢ Coastal database and information management system updated regularly
Multi-year CRM plan *The multi-year CRM plan provides overall framework and direction in managing the coastal resources of the municipality/city. A multi-year plan sets the short and long-term strategies, and consolidates programs, targets, and priorities of local governments in addressing coastal issues through participatory process and public consultation.*	**Level 1: Multi-year CRM plan drafted** ➢ Draft multi-year CRM plan prepared through stakeholder consultations which may include: description of the area, maps, management goals and objectives, strategies and actions, institutional and legal framework, timeline and funding requirements, and M&E system ➢ Coastal environmental profile used as basis for planning **Level 2: Multi-year CRM plan finalized and adopted** ➢ Multi-year CRM plan finalized and adopted after public hearings and with supporting municipal/city resolution/ordinance **Level 3: Adopted multi-year CRM plan reviewed annually and revised as needed** ➢ Annual review of multi-year CRM plan conducted ➢ Results of M&E of CRM plan implementation and other program reviews considered as inputs to revision ➢ Land and water use plans reconciled and made consistent

Benchmark and Rationale	Benchmark Description
Annual CRM programming and budgeting *Annual and appropriate levels of investment are needed to sustain local CRM plans and programs. Municipal/city CRM unit or office with trained staff and operating budget is also needed to sustain efforts in implementation.*	**Level 1: Annual budget allocated for CRM** ➤ Annual municipal/city budget allocated for CRM and other sources of funding leveraged or secured in support of the CRM plan **Level 2: Financial and human resources assigned to CRM activities** ➤ Annual budget allocated and human resources assigned to CRM activities ➤ CRM budget allocated annually for at least 2 years, supplemented by other sources of funding for implementation, as needed ➤ Trained CRM staff assigned to municipality/city with operating budget **Level 3: Annual programming and budget sufficient to implement the plan** ➤ Annual programming and budget allocated for at least 5 years ➤ CRM unit established under MAO or CRM office with staff and budget
CRM-related organizations *The success of CRM activities can be attributed to well-organized communities in the form of POs, FARMC, or TWGs. Through community organizing, people are empowered to be partners of LGUs in implementing CRM plans and programs.*	**Level 1: CRM-related organizations formed and active** ➤ M/CFARMC and at least 1 other CRM-related organization (e.g., TWG, Bantay Dagat, PO) formed and are active as evidenced by regular meetings (at least quarterly), trainings conducted, and activities accomplished **Level 2: CRM-related organizations active and effective** ➤ M/CFARMC and at least 1 other CRM-related organization contributing to local policy formulation, CRM plan review, and implementation **Level 3: CRM-related organizations effective and supported financially through municipal/city budget or revenue-generating mechanisms** ➤ Active and effective M/CFARMC and at least 1 other CRM-related organization sustained and supported with funding from various sources
Shoreline/foreshore management *Infrastructure and other development activities in shoreline and foreshore areas often result in adverse impacts on coastal habitats and fisheries. Setback rules, regulation, and monitoring of existing and intended development activities, and measures to mitigate their impacts should be carefully planned and effectively implemented.*	**Level 1: Shoreline/foreshore management measures planned** ➤ Existing shoreline and coastal land use reviewed ➤ Strategies to protect shoreline and foreshore areas from destructive development identified (e.g., setback requirements, zoning, mangrove reforestation, or other shoreline/foreshore management measures) ➤ Programs planned to protect shoreline and foreshore areas (e.g., mangrove reforestation, ordinances drafted providing for protection of shoreline and foreshore areas) ➤ Shoreline and foreshore management measures incorporated into CRM or land-use plan **Level 2: Shoreline/foreshore management measures adopted with implementing guidelines** ➤ Shoreline/foreshore management measures adopted through local ordinance and implemented through local business and building permits ➤ Shoreline management measures (e.g., setback requirements, zoning, mangrove reforestation, or other shoreline/foreshore management measures) implemented to minimize negative impacts of development in coastal areas **Level 3: Shoreline/foreshore management effective with regular monitoring and enforcement** ➤ Regulation, monitoring, and enforcement of shoreline/foreshore use in accordance with existing ordinances, permits, and plans ➤ Illegal construction in shoreline setbacks and foreshore areas minimized

Benchmark and Rationale	Benchmark Description
BEST PRACTICES **Municipal water delineation** *The delineation of municipal waters defines the geographic extent of the municipality's/city's jurisdiction for taxation or revenue generation, law enforcement responsibilities, resource allocation, and general management powers. A municipality/ city with delineated municipal waters can ensure the protection of the rights of its resident small fishers in the preferential use of their territorial waters.*	**Level 1: Municipal water boundary delineated in accordance with prescribed guidelines** ➢ Preliminary maps and technical description of municipal water boundaries determined in accordance with prescribed guidelines ➢ Inter-LGU discussions and workshops held to identify potential boundary issues in accordance with prescribed guidelines **Level 2: Municipal water boundaries adopted** ➢ Local ordinance enacted to establish municipal water boundaries after public review and consultation and certification by NAMRIA **Level 3: Municipal water boundaries utilized as basis for LGU jurisdiction and protection of small fishers' preferential-use rights** ➢ Municipal water boundaries used for CRM and other activities (e.g., zoning, law enforcement, regulation, taxation, etc.) ➢ Small fishers enjoying preferential use of municipal waters ➢ Monitoring, control, and surveillance of activities conducted to stop illegal activities and destructive practices in municipal waters
Coastal zoning *Coastal zoning minimizes resource-use conflicts in coastal areas. Different use zones or areas are set aside for protection, rehabilitation, multiple-use purposes, and other types of human activities. Management of each zone is guided by regulatory mechanisms. Integrating the water use zones into the land use plan of municipality/city would ensure rational and wise utilization of the area.*	**Level 1: Coastal zoning planned and initiated** ➢ Existing water and land uses identified ➢ Existing and potential areas of conflicts identified ➢ Existing zoning plans reviewed **Level 2: Coastal zoning harmonized, adopted, and implemented** ➢ Land and water use plans reconciled and harmonized ➢ Development activities in coastal areas monitored and undertaken in accordance with coastal zoning requirements **Level 3: Coastal zoning effective and sustained** ➢ Coastal zoning requirements reviewed regularly ➢ Resource use conflicts minimized ➢ Regular monitoring for compliance
Fisheries management *Fisheries management is an integral component of CRM. Regulatory and other management measures to limit access to fisheries resources are essential in the regeneration of*	**Level 1: Fisheries management measures planned and initiated** ➢ Regulatory mechanisms planned and initiated to limit access to and pressure on fishery resources, and may include licensing, limitations on number of fishers, closed seasons, gear restrictions, limitations on size of fish caught, color coding of boats, and other catch restrictions **Level 2: Fisheries management measures implemented** ➢ Municipal fishers registered and licensed ➢ Regulatory mechanisms for fisheries management adopted through local legislation and enforced for at least 2 years ➢ Monitoring plan for municipal fisheries developed and implemented

BENCHMARK AND RATIONALE	BENCHMARK DESCRIPTION
depleted fish stocks. Fisheries management aims to improve fisheries productivity, equity in the use of and access to resource base, and ecosystem integrity.	**Level 3: Fisheries management measures sustained with positive impacts** ➢ Regulatory mechanisms sustained for at least 5 years ➢ Number of municipal fishers regulated and limited ➢ Improved compliance with fisheries regulations ➢ Increased catch per unit effort
Marine protected areas *MPAs, such as reserves, sanctuaries, and parks provide protection and conservation of critical habitats and reef-associated fisheries. A well-planned and managed MPA leads to marine biodiversity conservation and increased fisheries production. Revenues can also be generated from tourism and other activities in MPAs.*	**Level 1: MPAs planned or established** ➢ Participatory processes involving coastal stakeholders in assessment and planning initiated for the establishment of at least one MPA (e.g., coral reefs, seagrass beds, other important coastal habitats) ➢ Social acceptance for site selection sought ➢ Site selection with baseline assessment conducted ➢ Management measures or plan drafted ➢ Ordinance enacted or revised for establishment and management of a MPA **Level 2: MPAs managed and enforced** ➢ MPA management sustained for at least 2 years ➢ Management body and plan finalized, adopted, and accepted by community ➢ Marker buoys and signs installed ➢ Biophysical and socioeconomic conditions monitored **Level 3: MPA management sustained with positive impacts** ➢ Management activities sustained for at least 5 years ➢ Biophysical improvement measured ➢ Socioeconomic benefits accruing to LGU and community through revenue-generating mechanisms, increased fish catch, or enhanced sense of community pride ➢ Compliance with MPA rules and regulation
Mangrove management *Mangrove ecosystems are extremely productive and supply resources, such as wood, fish, and crustaceans as well as other ecological and economic benefits for coastal municipalities/cities. Mangrove forests, managed through a Community-based Forest Management Agreement or other management measures, will contribute to the regeneration of depleted fisheries resources and provide mangrove-friendly economic activities for coastal communities.*	**Level 1: Mangrove management measures planned or established** ➢ Baseline assessment and inventory of mangrove areas conducted ➢ Community-based forest management agreements, mangrove planting, protection, or other management and rehabilitation measures planned or established **Level 2: Mangrove areas managed and protected.** ➢ Community-based mangrove management agreements awarded or other management and rehabilitation measures established and sustained for at least 2 years **Level 3: Mangrove areas sustained with positive impacts** ➢ Economic benefits derived from mangrove management options ➢ Mangrove areas rehabilitated and maintained ➢ Mangrove management measures sustained for at least 5 years

BENCHMARK AND RATIONALE	BENCHMARK DESCRIPTION
Solid waste management *Solid waste management, through segregation, volume reduction, and waste minimization, is necessary to ensure cleanliness in the coastal environment, particularly shoreline and foreshore areas. Proper management and disposal of solid waste minimize negative impacts to coastal resources and protect people from diseases.*	**Level 1: Solid waste management system planned and initiated** ➤ National and local laws on solid waste management reviewed, public orientation sessions conducted ➤ Solid waste management board established ➤ Waste segregation, minimization, collection, and disposal systems planned and initiated ➤ IEC conducted **Level 2: Solid waste management system operational** ➤ Solid waste management board active ➤ Waste segregation, minimization, collection, and disposal systems operational ➤ Inappropriate waste disposal sites in coastal areas identified with plans for mitigation and new site selection ➤ Waste disposal sites designated to minimize impact on coastal areas **Level 3: Solid waste management system effective and sustained with positive impacts** ➤ Waste segregation, minimization, collection, and disposal systems effective and monitored with measured reduction in waste generated and disposed ➤ Solid waste disposed in coastal areas minimized ➤ Compliance with solid waste management regulations
Upland/watershed management *Rehabilitation and protection of uplands and watershed areas and implementation of sustainable upland farming practices are important to minimize erosion that causes shoreline destruction and siltation of coastal habitats.*	**Level 1: Upland/watershed management program planned and initiated** ➤ Upland/watershed management issues affecting the coastal zone identified, including upland sources of siltation and other pollution carried by streams and rivers from deforestation, and domestic, industrial, and agricultural pollution ➤ Baseline conditions established ➤ Watershed management plan drafted through multisectoral consultations, public hearings, and if necessary, inter-LGU collaboration (such as in cases where watershed system spans several LGUs) **Level 2: Upland/watershed management program adopted and implemented** ➤ Upland/watershed management plan adopted through local legislation (or through inter-LGU agreements, if necessary) after public hearings ➤ Reforestation projects implemented ➤ Pollution minimization and prevention programs adopted by industries ➤ Pesticide reduction program adopted by farmers ➤ Solid waste management system in place ➤ Water quality monitoring program implemented in rivers and coastal waters through multisectoral, inter-LGU, and interagency collaboration **Level 3: Upland/watershed management program effective and sustained with positive impacts** ➤ Measurable improvements in forest cover pollution reduction and quality of river and coastal waters
Coastal environment-friendly enterprise development	**Level 1: Coastal environment-friendly enterprises that promote conservation and sustainable use of coastal resources planned and initiated** ■ Fisherfolk/coastal communities targeted for employment in nonfishing livelihoods or low-impact mariculture. (Note: The following enterprises are not coastal environment-friendly: use of *payaws*, fish corrals, artificial reefs, improved fishing technologies, fishing gear distribution, or polluting activities.)

Benchmark and Rationale	Benchmark Description
Coastal environment-friendly enterprises are implemented to augment income of the fishers while limiting their access to the sea. They also encourage stakeholder participation in different rehabilitation and conservation activities in the municipality/city.	**Level 2: Coastal environment-friendly enterprises successful and expanding** ➤ Livelihood and enterprise development programs employing fisherfolk/ coastal communities in nonfishing livelihoods or low-impact mariculture that promotes conservation and sustainable use of coastal resources **Level 3: Coastal environment-friendly enterprises providing measurable socioeconomic and biophysical benefits** ➤ Livelihood and enterprise development programs resulting in measurable socioeconomic benefits to fisherfolk/coastal communities and biophysical improvements in the condition of coastal resources
Local legislation *Local legislation, in the form of ordinances provide the local executive branch with necessary mandate, powers, and functions to properly manage coastal habitats and fisheries. Local legislation, together with national laws, provides the legal basis for regulations to protect coastal resources and enable coastal law enforcement.*	**Level 1: Local legislation reviewed** ➤ Local CRM-related legislation reviewed and revised consistent with national policies and laws ➤ Local ordinances proposed or drafted in support of multi-year CRM plan and specific regulatory and management measures ➤ Public hearings and community consultations conducted **Level 2: Local legislation enacted and implemented supportive of CRM plan** ➤ CRM-related local legislation enacted supporting CRM plan and regulatory and management measures ➤ Information campaign on local and national legislation conducted **Level 3: Local legislation promoting the common good** ➤ Legislation achieving its specified objectives ➤ Widespread knowledge of and compliance with local legislation among stakeholders ➤ Local legislation reviewed and revised as necessary to improve effectiveness and relevance
Coastal law enforcement *CRM cannot succeed without effective law enforcement. Coastal law enforcement units at the municipal/city levels must be formed and functional to promote voluntary compliance with national and local laws and regulations. Municipalities/ cities have the primary mandate to enforce fisheries and other CRM-related laws within their territories.*	**Level 1: Coastal law enforcement units formed and trained** ➤ Coastal law enforcement units formed and trained, composed of the Philippine National Police, with assistance from Bantay Dagat and deputized fish wardens **Level 2: Coastal law enforcement units operational** ➤ Operation plan developed and budget allocated for efficient conduct of coastal law enforcement ➤ Coastal law enforcement units equipped and conducting land and sea-based operations ➤ Apprehensions, cases filed, and convictions related to violations of coastal laws recorded ➤ Coastal law enforcement sustained for at least 2 years **Level 3: Coastal law enforcement units effective** ➤ Illegal activities in coastal areas and municipal waters minimized or stopped ➤ Regular training of coastal law enforcement units and monitoring of their activities ➤ Effective coordination mechanism established with other agencies with coastal law enforcement mandates ➤ Coastal law enforcement sustained for at least 5 years

Benchmark and Rationale	Benchmark Description
Revenue generation *Municipalities/cities are responsible for generating revenue to support the continued implementation of CRM plans and programs. Revenues can be generated internally and externally through taxes, fines, fees for coastal resource use, grants and donations, and loans and other credit-financing schemes.*	**Level 1: Revenue-generating strategies for coastal resource uses developed and initiated** ➢ User fees and other revenue-generating mechanisms identified through barangay consultations and public hearings for various coastal resource uses and investments based on CRM plan and coastal zoning ➢ Revenue allocation to CRM and community projects identified **Level 2: Revenue-generating strategies for coastal resource uses finalized and adopted through public hearings** ➢ Revenue-generating mechanisms finalized and adopted through public hearings as a municipal ordinance or other means ➢ Revenue collection system established and implemented **Level 3: Revenue-generating strategies supporting CRM projects and programs** ➢ Revenue-generating mechanisms supporting CRM and community projects and programs
Multi-institutional collaboration for CRM *Although municipalities and cities are primarily responsible for CRM, they need to coordinate with other LGUs, NGAs, NGOs, academe, and other institutions involved in CRM. Through multi-institutional collaboration, municipalities and cities can tap technical and financial assistance and plan and implement effective CRM activities.*	**Level 1: Multi-institutional collaboration planned and initiated** ➢ Potential collaborators from LGUs, NGAs, NGOs, academe, private sector, and funding institutions identified ➢ MOAs drafted defining inter-LGU collaboration in coastal law enforcement or other CRM-related activities; institutional roles and responsibilities and modes of collaboration and resource-sharing to provide technical and financial assistance, including training, M&E, livelihood, skills development, IEC support, and others **Level 2: Multi-institutional arrangements for collaboration formalized and strengthened** ➢ MOAs or other instruments adopted by municipal resolution or signed by collaborators ➢ Collaborative activities implemented **Level 3: Multi-institutional collaboration effective** ➢ CRM-related activities jointly implemented with measured success. ➢ Resource sharing mechanisms effective ➢ Terms and conditions specified in MOAs or other instruments reviewed and revised as necessary

[a]IEC: information, education, and communication
LGUs: local government units
MAO: Municipal Agriculture Office
M/CFARMC: Municipal/City Fisheries and Aquatic Resource Management Council
M&E: monitoring and evaluation
MOA: memorandum of agreement

MPAs: marine protected areas
NAMRIA: National Mapping Resource Information Authority
NGAs: national government agencies
NGOs: nongovernment organizations
POs: people's organizations
TWGs: Technical Working Groups

INSTRUCTIONS FOR USE

There are 19 templates in this appendix: 17 benchmark report forms (one for each benchmark); 1 two-page summary sheet; and 1 M&E review and approval sheet. Instructions for using these templates are provided in appropriate places within the appendix.

BENCHMARK REPORT FORMS
INSTRUCTIONS

Accomplish the following benchmark report forms first, as follows:

1. Provide a narrative description of key CRM activities, accomplishments, and results for the report year by answering the guide questions in each form.

2. LGU performance for each benchmark is rated based on a set of minimum requirements for each level, with level 3 as the highest rating. To determine rating, refer to Appendix B, which lists the minimum requirements for each benchmark. To be rated a certain level, the LGU must have complied with all the minimum requirements for that level and the previous levels. For example, to be rated level 2, it must have complied with all the requirements for both levels 1 and 2.

   If the LGU does not complete the minimum requirements for level 1, it is rated pre-level 1.

3. Indicate clearly in the space provided the level of CRM achieved. State what areas of improvement must be addressed before the next higher level can be achieved.

4. If a particular CRM best practice is deemed not applicable (NA), provide ample justification. For example, a municipality/city has no mangrove management program because there is no mangrove area in its area of jurisdiction.

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT[1]

Report Year: **Municipality/City:** **Province:** **Region:**

Benchmark[2] (See details in Appendix B)	M&E Results Narrative (Describe activities conducted during report year/provide evidence to support certification level)[3]
Coastal resource assessment (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe activities undertaken to conduct coastal resource assessment, including training, mapping of coastal resources, habitats, uses, issues, and municipal waters: Summarize condition of coastal resources: Summarize issues identified and priorities: Describe activities undertaken to complete the environmental profile, including background information consolidated and analyzed, maps available, other municipal/city plans (e.g., CLUP, M/CMDP) reviewed: Describe the current status of the information management system established to manage data for CRM activities of the municipality/city:
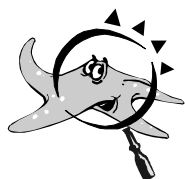
[1]Report prepared by the Municipal/City CRM Monitoring and Evaluation Technical Working Group.
[2]Benchmarks and CRM levels are described in Appendix B.
[3]Justification should be provided for each benchmark rated and level.

Level 1: Coastal environmental profile developed.
Level 2: Monitoring plan developed and implemented for assessing socioenvironmental conditions.
Level 3: Socioenvironmental conditions assessed in accordance with monitoring plan.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year:	Municipality/City:	Province:	Region:

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Multi-year CRM plan (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Provide a brief history of CRM initiatives of the municipality/city: Describe the activities undertaken to draft the CRM plan, including establishment of TWG, community planning workshops, public hearings, and other activities: Describe major programs/strategies stipulated in the plan: Describe the current status of CRM plan adoption and implementation: Describe the plan for biophysical and socioeconomic monitoring:

Level 1: Multi-year CRM plan drafted.
Level 2: Multi-year CRM plan finalized and adopted.
Level 3: Adopted multi-year CRM plan reviewed annually and revised as needed.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year:	Municipality/City:	Province:	Region:

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Annual CRM programming and budgeting (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Detail budget allocations and staffing levels for CRM in the municipality and city from the Internal Revenue Allotment, General Fund, and 20% Development Fund.

Level 1: Annual budget allocated for CRM.
Level 2: Financial and human resources assigned to CRM activities.
Level 3: Annual programming and budget sufficient to implement the plan.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:** **Province:** **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  CRM-related organizations (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe activities and accomplishments of the M/CFARMC and other CRM-related organizations during the report year:

Level 1: CRM-related organizations formed and active.
Level 2: CRM-related organizations active and effective.
Level 3: CRM-related organizations effective and supported financially through municipal/city budget or revenue-generating mechanisms.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

| **Report Year:** | **Municipality/City:** | **Province:** | **Region:** |

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Shoreline/foreshore management (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe shoreline/foreshore management initiatives, plans, and policies.

Level 1: Shoreline/foreshore management measures planned and initiated.
Level 2: Shoreline/foreshore management measures adopted with implementing guidelines.
Level 3: Shoreline/foreshore management effective with regular monitoring and enforcement.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Municipal water delineation (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe efforts to delineate and enforce municipal waters.

Level 1: Municipal water boundary delineated in accordance with prescribed guidelines.

Level 2: Municipal water boundaries adopted.

Level 3: Municipal water boundaries utilized as basis for LGU jurisdiction and protection of small fishers' preferential-use rights.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

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MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
 Coastal zoning (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe status of coastal zoning efforts planned or initiated by the municipality/city.

Level 1: Coastal zoning planned and initiated.
Level 2: Coastal zoning harmonized, adopted, and implemented.
Level 3: Coastal zoning effective and sustained.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
Fisheries management (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe status of fisheries management measures planned or initiated by the municipality/city, e.g., registry of municipal fishers, licensing systems, closed seasons, and other management or regulatory measures.

Level 1: Fisheries management measures planned and initiated.
Level 2: Fisheries management measures implemented.
Level 3: Fisheries management measures sustained with positive impacts.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)
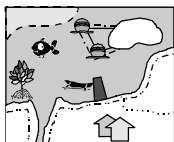
MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	M&E Results Narrative (Describe activities conducted during report year/provide evidence to support certification level)
Marine protected areas (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe status and total hectares of MPAs planned or initiated in the municipality/city: Indicate whether management plans and municipal/city ordinances exist for each MPA:

Level 1: Marine protected areas planned or established.
Level 2: Marine protected areas managed and enforced.
Level 3: Marine protected areas management sustained with positive impacts.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Mangrove management (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe status of mangrove management measures planned or initiated in the municipality/city: Indicate whether community-based forest management agreements or other management arrangements have been employed:

Level 1: Mangrove management measures planned or established.
Level 2: Mangrove areas managed and protected.
Level 3: Mangrove areas sustained with positive impacts.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)
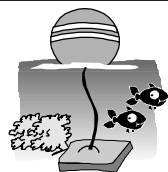
MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Solid waste management (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____	Describe status of solid waste management measures planned or initiated by the municipality/city.

Level 1: Solid waste management system planned and initiated.

Level 2: Solid waste management system operational.

Level 3: Solid waste management system effective and sustained with positive impacts.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Upland/watershed management (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____	Describe status of upland/watershed management activities planned or initiated in the municipality/city:

Level 1: Upland/watershed management program planned and initiated.
Level 2: Upland/watershed management program adopted and implemented.
Level 3: Upland/watershed management program effective and sustained with positive impacts.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year:	**Municipality/City:**	**Province:**	**Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Coastal environment-friendly enterprise development (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe types and status of environment-friendly enterprises planned or initiated in the municipality/city: Indicate the number of coastal stakeholders that will benefit or have benefited from these enterprises:

Level 1: Coastal environment-friendly enterprises that promote conservation and sustainable use of coastal resources planned and initiated.

Level 2: Coastal environment-friendly enterprises successful and expanding.

Level 3: Coastal environment-friendly enterprises providing measurable socioeconomic and biophysical benefits.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	M&E Results Narrative (Describe activities conducted during report year/provide evidence to support certification level)
 Local legislation (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe key applicable municipal/city ordinances drafted or passed, e.g., for adoption of CRM plan, comprehensive fisheries ordinance, establishment of marine protected areas. Describe status of implementation of CRM-related ordinances.

Level 1: Local legislation reviewed.
Level 2: Local legislation enacted and implemented supportive of CRM plan.
Level 3: Local legislation promoting the common good.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

| **Report Year:** | **Municipality/City:** | **Province:** | **Region:** |

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Coastal law enforcement (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe status of coastal law enforcement planned or initiated in the LGU: Describe regional or provincial multi-agency collaborative efforts in which the LGU participated:

Level 1: Coastal law enforcement units formed and trained.
Level 2: Coastal law enforcement units operational.
Level 3: Coastal law enforcement units effective.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)
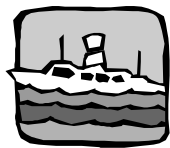
MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Revenue generation (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe revenue-generating mechanisms for CRM and other sources of funds obtained for CRM-related activities:

Level 1:   Revenue-generating strategies for coastal resource uses developed and initiated.

Level 2:   Revenue-generating strategies for coastal resources uses finalized and adopted through public hearings.

Level 3:   Revenue-generating strategies supporting CRM plans and programs.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark (See details in Appendix B)	**M&E Results Narrative** (Describe activities conducted during report year/provide evidence to support certification level)
  Multi-institutional collaboration for CRM (check one) Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____ MCD updated: Yes _____ No _____	Describe multi-institutional mechanisms established by the municipality/city in support of CRM plans and programs:

Level 1: Multi-institutional collaboration planned and initiated.

Level 2: Multi-institutional arrangements for collaboration formalized and strengthened.

Level 3: Multi-institutional collaboration effective.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

SUMMARY SHEET
INSTRUCTIONS

After completing the benchmark report forms, determine the overall rating by filling in the following summary sheet, as follows:

1. Copy the rating results in the space provided for each benchmark.

2. After all ratings are copied onto the summary sheet, determine overall rating:

   a. If all basic requirements are at level 3 and there are at least 6 CRM best practices at level 3, the overall rating is level 3; proceed to (3). Otherwise go to (b).

   b. If no basic requirement is rated lower than level 2, and there are at least 4 CRM best practices at level 2 or higher, the overall rating is level 2; proceed to (3). Otherwise go to (c).

   c. If no basic requirement is rated lower than level 1 and there are at least 2 CRM best practices at level 1 or higher, the overall rating is level 1, otherwise the overall rating is pre-level 1. Proceed to (3).

3. Record overall rating in the space provided.

4. Justify self-rating by answering guide questions on the summary sheet.

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

SUMMARY SHEET

Overall rating
(municipality/city self-rating):

Pre-level 1 _____

Level 1 _____

Level 2 _____

Level 3 _____

➢ All guiding indicators in place with evidence for benchmarks and supporting processes through field observation and in written form.
➢ MCD updated.
➢ All relevant supporting documents attached including: CRM plan, ordinances, updated MCD, and other relevant documents and data.

	Pre-level 1	Level 1	Level 2	Level 3
Basic requirements				
Multi-year CRM plan				
Coastal resource assessment				
CRM-related organizations				
Annual CRM programming and budgeting				
Shoreline/foreshore management				
CRM best practices				
Local legislation				
Municipal water delineation				
Coastal zoning				
Fisheries management				
Coastal law enforcement				
Marine protected areas				
Mangrove management				
Solid waste management				
Upland/watershed management				
Coastal environment-friendly enterprise development				
Revenue generation				
Multi-institutional collaboration for CRM				

	Provide overall justification for the CRM level of municipality/city based on self-rating:
	Document lessons learned and experiences during the report year:
	Describe key actions needed and proposed timeframe for achieving the next CRM certification level:
	Describe priority technical assistance and investments needed to further CRM initiatives of the municipality/city:

MUNICIPALITY/CITY CRM MONITORING AND EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

M&E Review and Approval Sheet

M&E TWG members:

M&E participants (organizations/individuals):

M&E report prepared by: (M/CPDC, M/CAO, or M&E TWG chair)   **Date prepared:**

M&E report adopted by Sangguniang Bayan/Panlungsod: (resolution no., title, and date of adoption)

M&E report approved by municipal/city mayor: (printed name and signature of mayor)

REMINDER

The report must be validated through field assessment. (Refer to Appendix A for a list of activities prescribed for each benchmark.)

After validating, finalize M&E report using the same templates found in this appendix. Fill in and attach M&E review and approval sheet to final M&E report. Submit report to Sangguniang Bayan/Panlungsod for adoption through a municipal/city resolution and subsequent approval by the municipal/city mayor. The report and supporting documents may be submitted to the PCRMC TWG for endorsement to the RCRMC Committee.

There are 18 templates in this appendix: 17 benchmark report forms (one form for each benchmark). Each template already contains the PCRMC evaluation report and the RCRMC validation report. Two separate 3-page summary sheets to be filled up by the PCRMC TWG and the RCRMC Committee are also provided. Instructions for accomplishing these templates are provided in appropriate places within the appendix.

BENCHMARK REPORT FORMS

INSTRUCTIONS

Accomplish the following benchmark report forms first, as follows:

1. Review municipal/city M&E report and supporting documents, noting the ratings for each benchmark. Performance for each benchmark is rated based on a set of minimum requirements for each level, with level 3 as the highest rating. To determine the rating, refer to Appendix B, which lists the minimum requirements for each benchmark. To be rated a certain level, the municipality/city must have complied with all the minimum requirements for that level and the previous levels. For example, to be rated level 2, it must have complied with all the requirements for both levels 1 and 2.

   If the municipality/city does not complete the minimum requirements for level 1, it is rated pre-level 1.

2. Check if the municipality's/city's self-rating is supported by documentary evidence. If not, indicate in the form the document required, and if field validation is deemed necessary, indicate its focus.

3. Note down the certification level that the PCRMC TWG believes the municipality/city has achieved, as evidenced by the documents already submitted. Indicate if the rating is conditional pending the submission of appropriate data or documentation by the municipality/city.

4. Write down in the column provided the justification for rating. For pre-level 1, specific reasons for not achieving the benchmark should be identified as deficiencies; for levels 1, 2, and 3, specific justification for attainment of that level must be provided, and merit remarks must be noted for extraordinary achievements. Recommendations should be given for the municipality/city to be able to achieve the higher certification level.

5. If a particular CRM best practice is deemed not applicable (NA), provide ample justification. For example, the municipality/city has no mangrove management program because there is no mangrove area in its area of jurisdiction.

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Coastal resource assessment Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Coastal resource assessment	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

[1]Report prepared by the Provincial CRM M&E Technical Working Group.

[2]Benchmarks and CRM levels are described in Appendix B.

[3]Justification should be provided for each benchmark rated and level. For pre-level 1, specific reasons for not achieving the benchmark should be identified as deficiencies; for levels 1, 2, and 3, specific justification for attainment of that level must be provided; merit remarks should be noted for extraordinary achievements. Recommendations should be given for the municipality/city to be able to achieve the higher certification level. Conditional rating may be signified pending appropriate data or documentation supplied by the municipalities. Ample justification must be provided if a particular CRM best practice is deemed not applicable (NA).

Level 1: Coastal environmental profile developed.

Level 2: Monitoring plan developed and implemented for assessing socioenvironmental conditions.

Level 3: Socioenvironmental conditions assessed in accordance with monitoring plan.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT		

Report Year: **Municipality/City:** **Province:** **Region:**

Benchmark	Justification/Deficiencies/Merit Remarks	Additional Requirements
Multi-year CRM plan Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT		

Report Year: **Municipality/City:** **Province:** **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Multi-year CRM plan	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Multi-year CRM plan drafted.
Level 2: Multi-year CRM plan finalized and adopted.
Level 3: Adopted multi-year CRM plan reviewed annually and revised as needed.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Annual CRM programming and budgeting Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

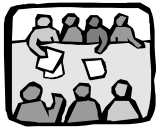## REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Annual CRM programming and budgeting	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Annual budget allocated for CRM.

Level 2: Financial and human resources assigned to CRM activities.

Level 3: Annual programming and budget sufficient to implement the plan.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT		
Report Year:	**Municipality/City:** **Province:**	**Region:**
Benchmark	**Justification/Deficiencies/Merit Remarks**	**Additional Requirements**
 CRM-related organizations Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)
REGIONAL CRM CERTIFICATION EVALUATION REPORT		
Report Year:	**Municipality/City:** **Province:**	**Region:**
Benchmark	**Concurrence with Provincial Evaluation Report/Comments**	**Additional Requirements**
 CRM-related organizations	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: CRM-related organizations formed and active.

Level 2: CRM-related organizations active and effective.

Level 3: CRM-related organizations effective and supported financially through municipal/city budget or revenue-generating mechanisms.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Shoreline/foreshore management Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Shoreline/foreshore management	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Shoreline/foreshore management measures planned and initiated.

Level 2: Shoreline/foreshore management measures adopted with implementing guidelines.

Level 3: Shoreline/foreshore management effective with regular monitoring and enforcement.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT

Report Year:	**Municipality/City:**	**Province:**	**Region:**

Benchmark	**Justification/Deficiencies/Merit Remarks**	**Additional Requirements**
 Municipal water delineation Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year:	**Municipality/City:**	**Province:**	**Region:**

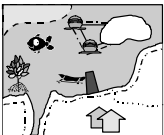| **Benchmark**	**Concurrence with Provincial Evaluation Report/Comments**	**Additional Requirements**
 Municipal water delineation	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Municipal water boundary delineated in accordance with prescribed guidelines.

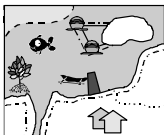**Level 2: Municipal water boundaries adopted.**

Level 3: Municipal water boundaries utilized as basis for LGU jurisdiction and protection of small fishers' preferential-use rights.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Coastal zoning Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Coastal zoning	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Coastal zoning planned and initiated.

Level 2: Coastal zoning harmonized, adopted, and implemented.

Level 3: Coastal zoning effective and sustained.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Justification/Deficiencies/Merit Remarks	Additional Requirements
Fisheries management Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

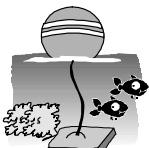| Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Fisheries management	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Fisheries management measures planned and initiated.
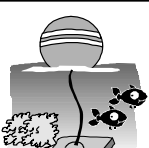**Level 2: Fisheries management measures implemented.**
Level 3: Fisheries management measures sustained with positive impacts.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year:	Municipality/City:	Province:	Region:

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Marine protected areas Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year:	Municipality/City:	Province:	Region:

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Marine protected areas	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Marine protected areas planned or established.
Level 2: Marine protected areas managed and enforced.
Level 3: Marine protected areas management sustained with positive impacts.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Justification/Deficiencies/Merit Remarks	Additional Requirements
Mangrove management Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Mangrove management	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Mangrove management measures planned or established.
Level 2: Mangrove areas managed and protected.
Level 3: Mangrove areas sustained with positive impacts.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year:	Municipality/City:	Province:	Region:

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Solid waste management Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year:	Municipality/City:	Province:	Region:

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Solid waste management	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Solid waste management system planned and initiated.
Level 2: Solid waste management system operational.
Level 3: Solid waste management system effective and sustained with positive impacts.
(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

<table>
<tr><td colspan="3">PROVINCIAL CRM CERTIFICATION EVALUATION REPORT</td></tr>
<tr><td colspan="3">Report Year: Municipality/City: Province: Region:</td></tr>
<tr><td>Benchmark</td><td>Justification/Deficiencies/Merit Remarks</td><td>Additional Requirements</td></tr>
<tr>
<td>

Upland/watershed management

Pre-level 1 _____

Level 1   _____

Level 2   _____

Level 3   _____

N/A   _____
</td>
<td></td>
<td>

Additional supporting documents required?

No _____

Yes _____
(If yes, indicate the document required)

Field validation required?

No _____

Yes _____
(If yes, indicate focus of field validation)
</td>
</tr>
<tr><td colspan="3">REGIONAL CRM CERTIFICATION EVALUATION REPORT</td></tr>
<tr><td colspan="3">Report Year: Municipality/City: Province: Region:</td></tr>
<tr><td>Benchmark</td><td>Concurrence with Provincial Evaluation Report/Comments</td><td>Additional Requirements</td></tr>
<tr>
<td>

Upland/watershed management
</td>
<td>

Concur with provincial rating?   Yes _____   No _____
Remarks:

If no, explain why and state appropriate level:

Regional rating: _____
</td>
<td>

Additional supporting documents required?

No _____

Yes _____
(If yes, indicate the document required)

Field validation required?

No _____

Yes _____
(If yes, indicate focus of field validation)
</td>
</tr>
</table>

Level 1: Upland/watershed management program planned and initiated.
Level 2: Upland/watershed management program adopted and implemented.
Level 3: Upland/watershed management program effective and sustained with positive impacts.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Coastal environment-friendly enterprises Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Coastal environment-friendly enterprises	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: **Coastal environment-friendly enterprises that promote conservation and sustainable use of coastal resources planned and initiated.**

Level 2: **Coastal environment-friendly enterprises successful and expanding.**

Level 3: **Coastal environment-friendly enterprises providing measurable socioeconomic and biophysical benefits.**

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT

Report Year:　　　　**Municipality/City:**　　　　**Province:**　　　　**Region:**

Benchmark	Justification/Deficiencies/Merit Remarks	Additional Requirements
Local legislation Pre-level 1 _____ Level 1 　_____ Level 2 　_____ Level 3 　_____ N/A 　_____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year:　　　　**Municipality/City:**　　　　**Province:**　　　　**Region:**

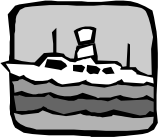| Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Local legislation	**Concur with provincial rating?** Yes _____　　　　No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Local legislation reviewed.

Level 2: Local legislation enacted and implemented supportive of CRM plan.

Level 3: Local legislation promoting the common good.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Coastal law enforcement Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Coastal law enforcement	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Coastal law enforcement units formed and trained.

Level 2: Coastal law enforcement units operational.

Level 3: Coastal law enforcement units effective.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT		
Report Year:	**Municipality/City:** **Province:**	**Region:**
Benchmark	**Justification/Deficiencies/Merit Remarks**	**Additional Requirements**
Revenue generation Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT		
Report Year:	**Municipality/City:** **Province:**	**Region:**
Benchmark	**Concurrence with Provincial Evaluation Report/Comments**	**Additional Requirements**
Revenue generation	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Revenue-generating strategies for coastal resource uses developed and initiated.

Level 2: Revenue-generating strategies for coastal resource uses finalized and adopted through public hearings.

Level 3: Revenue-generating strategies supporting CRM plans and programs.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT[1]

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark[2]	Justification/Deficiencies/Merit Remarks[3]	Additional Requirements
Multi-institutional collaboration Pre-level 1 _____ Level 1 _____ Level 2 _____ Level 3 _____ N/A _____		**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

REGIONAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Multi-institutional collaboration	**Concur with provincial rating?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:** **Regional rating:** _____	**Additional supporting documents required?** No _____ Yes _____ (If yes, indicate the document required) **Field validation required?** No _____ Yes _____ (If yes, indicate focus of field validation)

Level 1: Multi-institutional collaboration planned and initiated.

Level 2: Multi-institutional arrangements for collaboration formalized and strengthened.

Level 3: Multi-institutional collaboration effective.

(*Refer to Appendix B for list of minimum requirements for each level under this benchmark.*)

SUMMARY SHEET
INSTRUCTIONS

After completing the benchmark report forms, fill in the following three-page summary sheet, as follows:

1. Copy the rating results in the space provided for each benchmark.

2. After all ratings are copied onto the summary sheet, determine overall rating:

a.   If all basic requirements are at level 3 and there are at least 6 CRM best practices at level 3, the overall rating is level 3; proceed to (3). Otherwise go to (b).

b.   If no basic requirement is rated lower than level 2, and there are at least 4 CRM best practices at level 2 or higher, the overall rating is level 2; proceed to (3). Otherwise go to (c).

c.   If no basic requirement is rated lower than level 1 and there are at least 2 CRM best practices at level 1 or higher, the overall rating is level 1, otherwise the overall rating is pre-level 1. Proceed to (3).

3. Record in the space provided the recommended certification level.

4. Justify the recommended certification level by answering guide questions on page 2 of the summary sheet. List down in the space provided the recommended priority environmental investments, technical training needs, and possible sources of assistance.

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

BENCHMARK	SUMMARY SHEET			

Overall requirements for CRM certification by level

CRM Certification Level
(endorsed):

Pre-level 1   _____

Level 1   _____

Level 2   _____

Level 3   _____

(Refer to instructions on previous page to determine overall rating).

	Pre-level 1	Level 1	Level 2	Level 3
Basic requirements				
Multi-year CRM plan				
Coastal resource assessment				
CRM-related organizations				
Annual CRM programming and budgeting				
Shoreline/foreshore management				
CRM best practices				
Local legislation				
Municipal water delineation				
Coastal zoning				
Fisheries management				
Coastal law enforcement				
Marine protected areas				
Mangrove management				
Solid waste management				
Upland/watershed management				
Coastal environment-friendly enterprise development				
Revenue generation				
Multi-institutional collaboration for CRM				

PROVINCIAL CRM CERTIFICATION EVALUATION REPORT

Report Year:	**Municipality/City:** **Province:** **Region:**

BENCHMARK	
  Priority CRM technical assistance and investment needs of the LGU	Provide overall justification for the CRM level of municipality/city endorsed based on PCRMC TWG evaluation. Based on municipal/city feedback and consultation, list priority environmental investments needed, technical or training needs, and possible sources, agencies, and organizations to provide technical and financial assistance.

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DESCRIPTION OF REVIEW AND VALIDATION PROCESS:

1. Annual M&E report reviewed: Yes _____   No _____

2. MCD reviewed: Yes _____   No _____

3. CRM plan reviewed: Yes _____   No _____

4. Supporting documents submitted and reviewed: Yes _____   No _____

5. Field validation conducted: Yes _____   No _____

Municipality/city is recommended for CRM certification level: Pre-level 1 _____   1 _____   2 _____   3 _____

Justification/deficiencies:

Certification endorsed by Provincial CRM Technical Working Group:

_____   _____   _____   _____

Member   **Member**   **Member**   **Member**

_____   _____   _____

Member   **Member**   **Member**

Date of endorsement: _____

REMINDER FOR PCRMC TWG

If additional information or documentation is required, provide the municipality/city through formal communication from PCRMC TWG, a clear description of required information or documentation, and the time and manner that the information or documentation must be submitted.

When the municipality/city has complied with documentary requirements and/or validation of its M&E report is completed, finalize the provincial CRM certification evaluation report using the same templates found in this appendix. Fill in required data on page 3 of the summary sheet and have all members of the PCRMC TWG sign the report. Endorse and submit the report, along with original municipality/city M&E report and supporting documents to the RCRMC Committee for certification.

The PCRMC TWG's role in CRM certification is recommendatory. Final decision on the CRM certification level to be given to each municipality/ city will be made by the RCRMC Committee based on its own evaluation of the documentary evidence submitted and, where applicable, on field validation results.

REGIONAL CRM CERTIFICATION VALIDATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

BENCHMARK	SUMMARY SHEET		

	Municipal/City Rating	Provincial Rating	Regional Rating
Basic requirements			
Multi-year CRM plan			
Coastal resource assessment			
CRM-related organizations			
Annual CRM programming and budgeting			
Shoreline/foreshore management			
CRM best practices			
Local legislation			
Municipal water delineation			
Coastal zoning			
Fisheries management			
Coastal law enforcement			
Marine protected areas			
Mangrove management			
Solid waste management			
Upland/watershed management			
Coastal environment-friendly enterprise development			
Revenue generation			
Multi-institutional collaboration for CRM			

BENCHMARK

Overall requirements for CRM certification by level

CRM Certification Level (approved):

Pre-level 1 _____

Level 1 _____

Level 2 _____

Level 3 _____

(Refer to instructions on previous page to determine overall rating).

REGIONAL CRM CERTIFICATION VALIDATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Overall requirements for CRM certification by level	**CRM certification level in provincial evaluation report accepted?** Yes _____ No _____ **Remarks:** **If no, explain why and state appropriate level:**	**Feedback to PCRMC TWG and municipality/ city on final CRM certification level:** Date of feedback: _____

REGIONAL CRM CERTIFICATION VALIDATION REPORT

Report Year: **Municipality/City:**   **Province:**   **Region:**

Benchmark	Concurrence with Provincial Evaluation Report/Comments	Additional Requirements
Technical assistance and investment needs	RCRMC Committee actions to source technical assistance and funding to priority needs of the municipality/city:	**Potential sources of technical assistance and funding:**

DESCRIPTION OF REVIEW AND VALIDATION PROCESS:

1. Provincial CRM certification evaluation report reviewed: Yes _____   No _____

2. Annual M&E report reviewed: Yes _____   No _____

2. MCD reviewed: Yes _____   No _____

3. CRM plan reviewed: Yes _____   No _____

4. Supporting documents submitted and reviewed: Yes _____   No _____

5. Field validation conducted: Yes _____   No _____

Municipality/city is certified for level: Pre-level 1 _____   1 _____   2 _____   3 _____

Justification/deficiencies:

Regional CRM Certification Technical Working Group:

_____   _____   _____   _____

Member   **Member**   **Member**   **Member**

_____   _____   _____

Member   **Member**   **Member**

Date: _____

Certification approved by Regional CRM Certification Committee:

_____ _____ _____ _____

Committee Chair   **Member**   **Member**   **Member**

_____ _____ _____

Member   **Member**   **Member**

Date of certification: _____

REMINDER FOR RCRMC COMMITTEE

If additional information or documentation is required, provide the municipality/city through formal communication to the PCRMC TWG, a clear description of required information or documentation, and the time and manner that the information or documentation must be submitted. Validate report through field assessment if necessary.

When the municipality/city has complied with documentary requirements and validation of its M&E report is completed, finalize the RCRMC validation report using the same templates found in this appendix. Fill in required data on the summary sheet and have all members of the RCRMC Committee sign the report.

Prepare the CRM certification using the prototype provided in this appendix. Have the certificate signed by the DENR Regional Executive Director, and send the original, along with a copy of the RCRMC report, to the concerned municipality/city.

When the RCRMC Committee has completed the validation of the PCRM evaluation report and has made a final decision on the CRM certification level to be given to a municipality/city, the decision cannot be revoked or contested.

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